

Bedfont Primary School
Hatton Road
Bedfont
Middlesex
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Website: www.bedfontprimary.com



Mr G. Davis
Headteacher

Nursery start and end of session procedures

Start of the School Day

At Bedfont, the Nursery school doors open for pupils at 12:30. The children are to line up behind their cone in the playground and a member of staff will walk each group into the Nursery. The members of staff will support the children with taking off their school coat and hanging them up. The children will then make their way to their groups. A member of staff remains at the door until 12:40 and then locks the nursery gate. Any late children will then need to be taken to the school office to gain access to Nursery.

Leaving the Nursery at the end of the session

We ask parents / carers to be prompt, when collecting their child at the end of the session. Nursery finishes at 15:30. If another adult, who is not known to the Nursery staff, is to collect a child either temporarily or permanently, we ask parents to contact the school office or inform a member of the Nursery team at the beginning of the session. If for any reason there is an unavoidable delay, parents are asked to contact the school and wherever possible try to arrange for someone else to collect the child.

The children will not be released until the staff member has identified the adult and then your child will be handed over. No child will be allowed to leave without being handed over to a known adult. If we do not recognise the adult we will contact the office to seek parental permission once all the children are released.

If you wish to speak to a member of the Nursery team you will need to wait until all the children have been released to an adult.

Signed
Gez Davis
Headteacher