

27th May 2016

Dear Parents and Carers

I am writing to let you know that from **September 2016** we will be changing the organisation of our Nursery. During the Autumn Term we will only be able to offer five **morning** sessions to our pupils. The times of the morning session are from 8.45 a.m. until 11.45 a.m. each day.

At the moment your child attends the afternoon nursery sessions and we would like to know if you will be happy for them to come to the morning sessions instead. As there will be no afternoon session available, we are hoping all the children remaining in our nursery will be able to attend in the morning.

We hope that this will not cause you any inconvenience and we very much hope that they will be able to continue to come to our nursery. Please don't hesitate to talk to us about any concerns that you may have - we are hoping to offer both morning and afternoon sessions from January when you will have the option to choose which session you would prefer.

Please complete the slip below to let us know if the new arrangements will be suitable, and return it to the office by Friday 10th June.

Yours sincerely

Sally-Ann Roberts
Phase 1 (early years) leader

Child's name _____

I would like/ would not like a place for my child in the Morning Nursery session from **September 2016**.

Signed _____ Date _____