



May 2023

ATTENDANCE AND PUNCTUALITY

Dear Parents and Carers

Thank you to all of our parents and carers that try to ensure that their child attends nursery on a regular basis and arrives at Nursery on time. This is very much appreciated.

The Early Years is a key time in children's learning and development, where they make the most amazing progress. Regular attendance at Nursery has been shown to have a significant impact on children's achievement. Attendance at Nursery establishes good habits from an early age and contributes to the development of a positive approach to school and education.

Attendance

If your child is unable to attend their usual session at the Nursery, please contact us as soon as possible on 0161 442 6944 to let us know the reason for absence and the expected length of absence. You can also send us a message via Parentmail or email admin@freshfield.stockport.sch.uk. In case of illness/infectious disease we follow guidelines on the required length of absence from the Nursery. For the safety of other children and families, it is vitally important that you inform us if your child has an infectious illness. Our medical conditions policy can be found on our website on the policies page or by [clicking here](#).

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Punctuality

School punctuality is very important at Freshfield to ensure that children are able to have staff available to meet and greet them when they arrive. This helps them to have a positive start to their day at nursery and access all of our early start learning provision. We would be really grateful, therefore, if you could arrive at school during the flexible start time. This enables the staff to start activities with all the children with minimum disruption. Being late can upset your child and cause them to miss out on valuable time with their key worker, friends and family group. When a child arrives late then this disrupts the learning time of others, and it can be unsettling for your child to enter nursery after everybody else.

Please note that if you do arrive late to nursery for any reason you may have to wait a few moments because we **cannot always guarantee that a member of staff will be in the office or able to respond immediately due to being in a meeting, on a telephone call or undertaking training. We do understand that there may be an occasional time when a child arrives late to nursery but being punctual and arriving on time will be essential when your child transfers to primary school.**

Flexible Start and Finish times

Please see the table below for all arrival and leaving times.

Provision	Times
Breakfast Club Food served until 8.15am Children are taken to Nursery at 8.20am so staff can say hello before the other children start to arrive.	8.00 am
Nursery Start Time Nursery doors close at <u>8.40am</u> prompt.	8.25 – 8.40 am
2:30 pm Finish Time Please do not be late to collect your child.	2.25 – 2.35 pm
3:30 pm Finish Time Please do not be late to collect your child.	3.25 – 3.35 pm
After School Club Children must be collected by <u>4.45pm</u> at the latest. Closes at 4.45pm	Closes at 4.45pm

Wednesday/Friday finish times

Monday, Tuesday, Wednesday Group	Wednesday finish time 11.25 – 11.35 am
Wednesday, Thursday, Friday Group	Friday finish time 11.25 – 11.35 pm

After School Club

If you need to book your child into After School Club, please complete a booking contract form. The costs are as follows.

Breakfast club	£4.25 per session
After School club	£6.50 per session

We would be grateful if could try and ensure you arrive no later than 4.45 pm when collecting your child. For your information, the staff are currently only employed until 4.45 pm and they have other commitments beyond this time. Thank you.

Thank you in anticipation of your co-operation and for your continued and much valued support.

Yours sincerely

Jenny Martin and Liz Richardson
Co-Headteachers

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