



Havercroft Academy

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Associate Head: Hedd Williams
Chair of LGB: Mike Ramsay

14th July 2015

Dear Parents/Carers of _____

I am writing to let you know that your child is due to start Nursery in September. Could you please bring him/her to the Nursery on Wednesday 2nd September at 12.15pm.

He/she will be staying for 1 hour only on the first day, could you therefore please collect your child at 1.15pm. If your child settles in well then they can then attend 12.15-3.15pm on subsequent days. The Foundation Stage staff will discuss this with you when you collect your child on the first day. If for any reason your child has not settled on the first day we will try an extended period of time on the Thursday, and will contact you to let you know how your child has settled.

Your child will need a school uniform. Grey trousers, skirt/pinafore dress, a white polo shirt and a maroon school jumper/cardigan with our logo on. You can buy these from the school shop at Hemsworth.

A water bottle and a book bag will be given to your child free when they start on their first day. Please make sure that all uniform has your child's name clearly written inside.

Please complete the form included with this letter, and return it to school on the first day.

The doors you will use are the ones near to where the school crossing lady stands for both entry and hometime. A member of staff will greet the children when they arrive.

If you have any queries please do not hesitate to contact me on the above telephone

Yours sincerely

Mrs Karen Wakefield
Headteacher