



Headteacher – Mrs Rachel Hocking

22 January 2026

Dear Nursery parent/carer

We recognise the complexity of gates closing within the school grounds may bring and wish to support our families in any way we can without compromising our safeguarding and health and safety practises.

Therefore, if you have a child in Nursery on an afternoon **AND** a child in either reception or Key Stage One (Years 1 and 2) we are able to offer the following:

- At 3:20pm the internal gate will open (between Key stage One yard and Reception/Nursery garden). (see picture 1 attached)
- Your Nursery child can be collected from the Nursery door in the Nursery/reception garden at 3:20pm prompt. (see picture 2 attached)
- After collecting your nursery child you will need to collect you Reception/Key Stage One child.
- You will need to access school site via Rothbury Gardens gate. (see picture 3 attached)

There is no obligation to access this offer if the current arrangement works for you and your family. As with any revised approaches, we will carefully monitor to ensure systems support our high standards.

If you wish to use this revised collection offer, please can you complete the attached link. [NEW Nursery Collection Arrangements – Fill in form](#)

Please note, we will be unable to change between collection points. Only families who have completed the attached link can collect their child from the internal nursery door.

This arrangement will start from Monday 2 February 2026.

Families who have children in Nursery and Key Stage Two will need to continue with the correct collection arrangements. Please contact the school office if you need any further clarification.

Yours faithfully

Rachel Hocking
Headteacher



Picture 1 - Internal gate between KS1 and Reception/Nursery garden



Picture 2 - Nursery door



Picture 3 - Access school site via Rothbury Gardens gate