

# COTTESBROOKE INFANT & NURSERY SCHOOL

An Academy



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Head Teacher: Mr William Loughlin

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## SCHOOL TIMES

Dear Parents/Carers

I trust that your child has settled into their new class well. As we have quite a number of new parents I would like to remind everyone about school start and finish times.

### **Reception, Year 1 and Year 2: 8.55 am to 3.15 pm**

Classroom doors open at 08.45 and the school gates are locked at 08.55. If your child arrives after the gates are locked you will need to take them to the main office and sign them in as late.

School finishes at 3.15 pm. If you are late collecting your child after school they will be sent to Kids' Club for which there is a fee.

### **Morning Nursery: 8.30 am to 11.30 am**

You will be able to bring child into nursery up to 8.45 am. Morning nursery finishes at 11.30 am. The doors will not open until this time. If you are late collecting your child after the end of nursery you will be charged a fee.

### **Afternoon Nursery: 12.30 pm to 3.30 pm**

There is no flexible drop off for afternoon nursery. Collection time for afternoon nursery is between 3.15 pm and 3.30 pm. Doors will not be opened before 3.15 pm. If you have other children in the infant school please collect them before picking your child up from nursery. If you are late collecting your child after the end of nursery they will be sent to Kids' Club and you will be charged a fee.

### **Child Care Provision**

The school runs a before and after school care service in the dining room called Kids' Club which can provide care from 7.30am until the start of school and from the end of school until 6pm. This is a paid service and details are available on request. The Kids' Club run a short morning session for children whose parents need to drop them off before classroom doors open at 08.45. This session runs from 08.25 to 08.45. There is a fee of £2.00 for this service. We ask that you pre-book and

pay beforehand for any session for Kids' Club as it cannot be guaranteed spaces will be available if you turn up on spec.

Children cannot be left at the office either before or after school as these are the busiest times for the office staff and they are unable to keep a constant eye on children.

Yours sincerely

Mr W Loughlin  
Head Teacher