



DARELL PRIMARY AND NURSERY SCHOOL

Niton Road, Richmond, Surrey, TW9 4LH

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Dear parents and carers,

Thank you for welcoming us so warmly into your homes. We recognise that you have had to take on a lot of new information about Nursery life and so listed below are our main requests:

- ❖ Please drop off and collect your child promptly. Nursery hours are 08.45 – 11.45 for the morning session and 12.30 – 15.30 for the afternoon session. The gate on Darell Road is locked 10 minutes after the start and finish of each session.
- ❖ Always tell a member of the Nursery staff if your child is being collected by someone different. It is Nursery policy NOT to let a child go home with an adult or sibling that is unfamiliar to members of staff.
- ❖ Please provide your child with a named bottle of water, (no juice or milk), that they can open and close by themselves.
- ❖ Please provide a set of spare clothes (not uniform) to stay on your child's peg.
- ❖ Please **label all items of uniform – jumpers go missing very quickly!**
- ❖ Please provide your child with a suitable coat for playing outside – one that they can begin to put on and take off by themselves and with a loop to hang it up.
- ❖ Please understand that paint, sand, water and the mud kitchen are available every day and all are very popular! The children are encouraged to wear aprons inside but clothes do get marked and not all paint colours are removable. Your child will not come home looking the same as they came in and this is an indication of a good day's play!
- ❖ Ensure your child can arrange his/her clothes to go to the toilet independently, (no belts or buttons on trousers), and that he/she has suitable footwear for running and climbing outside.
- ❖ Please use our maths and language packs and book borrowing schemes. These will be introduced by a member of staff when your child starts Nursery and put outside at the end of each session on a Wednesday and Thursday respectively.
- ❖ Please respect the outside area when dropping off or collecting your child. This is set up at the start of each session and we ask that children **do not** play with or climb on any of the equipment.



- ❖ Please **wait outside** at the end of the session to ensure staff can safely deliver children to their parent/carer. If you need to speak to a member of staff, please wait until all the children are out.
- ❖ Please read all letters from the school and the Nursery. These will be sent by email unless you have requested a paper copy.
- ❖ Term time dates for the whole of the academic year are on the website and Nursery information board.
- ❖ We ask for a donation of £5.00 each half term to cover cookery costs and additional materials, such as sand and soil. A pot for donations is on the playdough table outside at the start and end of each session, please tick beside your child's name on the list.
- ❖ Staffing is as follows: qualified teachers, Monday - Tuesday = Claire Keith, Wednesday - Friday = Corinne Thomas; teaching support, Monday – Friday = Athina Manthou and Nektaria Mousi; lunch club supervisor for full-time children = Angela Tse. Support staff are to be known by their first names, that is Athina, Nektaria and Angela; teaching staff are to be known by their surnames, that is Miss Keith and Mrs Thomas.
- ❖ Whilst Nursery is not compulsory, we believe you have made a commitment to your child's education and to Darell Nursery, and regular attendance is expected. We require a letter in advance should your child be absent for a long period of time and a phone call on the day of any sickness. If a child has frequent and extended periods of absence then their place may be withdrawn.

We are looking forward to the term ahead, to watching your child settle in, begin to build friendships and explore and enjoy their new environment. We want this first stage of your child's journey through their school life to be really positive so please share with us any of your concerns, queries or joy!

Kind regards,

Corinne Thomas, Claire Keith, Athina Manthou, Nektaria Mousi

