

**Kingswood Nursery School**  
**Briar Road**  
**Watford**  
**Hertfordshire**  
**WD25 0DX**  
**Nursery 01923 672531**  
**Pre-School 01923 679500**  
**[www.kingswood.herts.sch.uk](http://www.kingswood.herts.sch.uk)**



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Dear Parents/Carers,

### **Nursery Arrangements**

In advance of your child starting with us in September I wanted to share arrangements for drop off and collection.

#### **Entry to Nursery at 8:30am**

- Walk through main school green gate (the magnetic gate unlocks at 8.27am, so push if still shut)
- Turn right under the canopy
- Say goodbye to your child at the door, where your child will be greeted by a member of the team
- Exit back through the main green gate onto the pavement

The magnetic gate will shut automatically by 8:40am, when your child will need to be brought around to the main office entrance, and will be marked in the register as late.

#### **Nursery Collection at 3pm**

- Walk through main school green gate (the magnetic gate unlocks at 2.50pm, so push if still shut)
- Turn right under the canopy
- Your child will be dismissed by their key person, at either the Nursery door or stable exits
- Exit back through the main green gate onto the pavement

Please be prompt when collecting your child, as our staff use the time after school to prepare future learning and attend training. Patterns of late arrival or collection will be investigated as a possible safeguarding concern.

**Collection/drop off points at 11:30am (lunch club session) and 12pm (afternoon sessions) will also be via the Nursery door beneath the canopy.**

We are fortunate to have a very skilled team at Kingswood, who are extremely nurturing when it comes to supporting children, and parents, to say goodbye.

**You can support the process by:**

- Talking to your child about starting school and reminding them that parents aren't able to come into Nursery, but lots of new friends will be there to play with.
- Playing the Goodbye Game! Practice saying goodbye and going to different rooms at home, counting down, then saying hello again. Can you extend your countdown? At the point of greeting each other, who can make the biggest smile? Pull the funniest face?
- Sharing the photo of your child's Key Person with them, so they become a familiar face.
- At the point of saying goodbye remaining positive, and remind your child you will return soon.
- Making your goodbye as swift as possible - 'kiss, cuddle, and see you soon!'

Often parents can project their own anxieties regards separation, onto children, and this can hinder the transition process. Whilst we are sensitive to the situation, we urge you to remain positive, curious and excited about this new experience.

Whilst adding a new magnetic locking gate to our environment has ensured the premises are more secure, it also means that everyone needs to be a little more patient. The gate will open for parents collecting from lunch provision, once the children are back in the building. They need to be counted back into the room and collect their belongings before they can be dismissed safely.

Please be mindful that the entrance is quite narrow, so avoid blocking the entrance and have conversations to one side of the gate or out on the pavement.

I look forward to meeting you and your child in September.

Warm wishes,

Mrs Macdonald  
Headteacher