

12th July 2021

Dear Parents,

Pre-school Arrangements

In advance of your child starting with us in September I wanted to share arrangements for drop off and collection. These routes will be filmed and made available on our website at the start of Autumn Term.

Entry to Pre-school at 8:30am

- Walk through main school gate towards main school door
- Go through main door and turn left into Pre-school
- Help your child to hang up their coat on their peg
- Go into Pre-school room and say goodbye to your child, handing over to an adult
- Leave Pre-school via the garden door
- Walk through the garden, through the low wooden gate, across the Nursery playground
- Leave the site via the low black gate by the house
- Turn right and exit grounds through main school gate.

The door will be locked by 8:40pm. After this your child will need to be brought around to the main entrance, and will be marked in the register as late.

Pre-school Collection at 3:30pm

- Walk through main school gate towards main school door
- Go through main door and turn left into Pre-school
- A member of Pre-school will support you to greet your child
- Leave Pre-school via the garden door
- Walk through the garden, through the low wooden gate, across the Nursery playground

- Leave the site via the low black gate by the house
- Turn right and exit grounds through main school gate.

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 and 12:30pm will be via the main school door.

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 in advance by:

- Talking to your child about starting pre-school and reminding them that parents aren't able to stay, but lots of new friends will be there to play with.
- Playing the Goodbye Game! Practice saying goodbye and hiding behind a cushion, behind a door or going to a different room at home. Counting down from 5-0, then say hello again. Can you extend your countdown, from 10-0? At the point of greeting each other who can make the biggest smile? Pull the funniest face?
- Leaving your child with a trusted adult for a short period of time, where possible, so they get used to separating from you.
- Sharing the photo of your child's Key Person with them, so they become a familiar face.

On the day, support your child by:

- 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.

Please note that these arrangements may have to be adapted, depending on current Covid-19 legislation, with regard to social distancing and wearing of masks.

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

Warm wishes,

Mrs Macdonald

Headteacher