



*Broadclyst Community Primary School  
A Cornerstone Digital Academy*

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9<sup>th</sup> January 2018

**RE: Midday Collection and Drop-Off of Nursery Children**

Dear Parent,

I am writing to inform you that as of next Monday, 15<sup>th</sup> January, all nursery children will be eating their lunch, both packed lunches and Dining Club lunches, in the main hall. There will be the same two sittings – 11.30am and 12.00pm. This means that children being picked up or dropped off at midday will now need to do so at the main reception desk. Parents will no longer need to walk through the school at this time in order to drop off or pick up their children.

The older children have already been having their lunch in the dining room, which has proved to be very successful. We also hope that this new arrangement will ensure an easier and quicker pick up and drop off for you and your children. Even if your child is arriving at 12.00pm, and has had lunch prior to arrival, or is leaving at 12.00pm to have lunch with you at home, pick up and drop off will still be at the main reception.

In summary:

1. There will be two sittings in the main dining room - 11.30am and 12.00pm.
2. All children will need to be picked up and dropped off at the main reception, if only in for half a day.
3. Jamie-Lea Crick will be coordinating the pick up and drop off at the main reception.
4. Booking and paying for lunch remains the same.

The 9am drop-off and 3pm collection will remain at the nursery as usual.

Thank you for your co-operation.

Yours sincerely,

**Jonathan Bishop**  
Headteacher