



*Broadclyst Community Primary School
A Cornerstone Digital Academy*

Jonathan Bishop
Headteacher
Broadclyst Primary School
School Lane
Broadclyst
Devon
EX5 3JG

Tel: 01392 461288
Fax: 01392 467057
Email: admin@bcps.org.uk
Web: www.bcps.org.uk

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RE: Nursery Lunchtime Handover

Dear Parent,

We are making a few changes to the nursery lunchtime handover procedure. If you are **collecting your child at 12pm**, please wait outside by the school gate to avoid coming into the main reception area. A member of staff will bring your child to you, either directly from the nursery, or when your child has finished eating their lunch.

Currently the nursery lunchtime handover is resulting in a large number of adults and children congregating in the main reception at 12pm. The main reception is a small working area where the priority is to ensure that the front of house safeguarding procedures are followed. Staff need to be able to see who is coming in and out of the main reception and, with the large number of people and three doors to monitor, this was becoming difficult to manage safely.

Thank you for your help and consideration in this matter.

Yours sincerely,

Jonathan Bishop
Headteacher