



3rd December 2021

Dear Parents and Carers,

Nursery Organisation and Staffing

Mrs Sarah Jacoby has recently been successful in her application to take on an assistant headteacher position as Early Years Phase Leader at our school starting after the Christmas holiday. This role has previously been held by Mrs Healy and Mrs Kavanagh Byrne; however, Mrs Kavanagh Byrne will be leaving school at February half term to begin her maternity leave. Mrs Healy will revert to her role as inclusion leader and Mrs Kavanagh Byrne will take on a position as curriculum leader after Christmas until she leaves next term. Mrs Jacoby is a very experienced senior leader, and she is really looking forward to meeting EYFS children and parents after the holiday.

Following feedback from parents on the questionnaire which we recently carried out with parents, we have decided to change the organisation of the nursery rooms after the Christmas holiday. We have listened to feedback and appreciate that the Kingfishers entrance is particularly congested, and parents have commented that they would like the opportunity to hand their children over to staff in a more relaxed way, as well as having the opportunity to see the nursery environment more regularly. We have therefore decided that Kingfishers will move to the rooms previously used by Wrens and Robins after the Christmas holiday. Kingfisher parents and children will then use the patio doors from the nursery outdoor area, where parents will be able to see staff as they handover and collect their children.

Parents and children of Wrens and Robins will start to use the nursery entrance next to Gate 1. As the Wrens and Robins group is a smaller group and parents access this provision more flexibly, there will not be the same pressures on the entrance at drop off and collection times.

A school priority is to extend parental engagement for all our EYFS children, and we will be offering regular stay and play and parent sessions when we are able to do so, as we understand how important these are for our families. We are also going to move the nursery dining room into the main nursery, so the lunchtime dining experience is more integrated, relaxed and enjoyable for the children.

As part of the reorganisation, some nursery staff will be moving rooms and therefore some key workers will need to change. The nursery team will inform parents of any changes to their child's key worker. We have also made the decision to delay the planned Christmas parent stay and play sessions until after the Christmas holiday so that you can meet your child's key worker and see their new room. Details of your new times for these sessions will be sent out by the nursery staff. I apologise for any inconvenience these changes to arrangements will make.

I anticipate that this change in staffing will be seamless for the children, and they will all be fully supported by the full nursery team.

Do not hesitate to contact me or Mrs Jacoby if you require any additional information, I sincerely hope you are all keeping safe and well and I hope you have a wonderful Christmas holiday when it arrives.

Thank you for your continued support.

Yours Sincerely,

Jill O'Connor
Headteacher