Friday 14th November 2025

Nursery drop off & pick-up times

Dear Parent and Carers,

We hope your child has settled well into their first term in the Squires Lane Nursery at Manorside.

We are writing to you with a request to please adhere to the drop off and pick up times for your child's nursery sessions.

Please note, **for morning and 30 hour children, the nursery day begins at 8:30am**. We have introduced a 'soft start' between 8:30-40am to allow children with older siblings to arrive at the slightly later time. However, children arriving significantly after this make it very difficult for staff to start the day fully with the children present, due to having to go back and forth to the front door or, in some cases, the school office to collect latecomers. This also can be an unsettling start to the day for the child, coming in late after their peers.

For those children who just spend the morning at nursery, please note the collection time is 11:30am from the main school office. Unfortunately, staff are sometimes having to wait for prolonged periods for late collections which is disrupting the day for both children and adults.

Please note from Monday, we will be implementing a late fine system. **After 11:35am, each five minutes late will be charged £5.** Please aim to arrive for pick up by 11:25am.

For children who do the afternoon session, please bring them into school for 12:30pm. Afternoon and 30 hour children then finish the day at 3:30pm. Please note we have a 'soft finish' also now to enable parents/carers to collect from 3:20pm onwards if collecting older siblings from the main school.

Thank you for your understanding in this matter and support towards your child's learning.

Kind regards,

Mr Griffiths	Mrs Mitchell	Mr Dalziel	Mrs Taylor
Executive Head	Head of School	Head of School	Head of School