

Updated start and end of the session procedures for Southey Tots Nursery

Academic Year 2025-2026

In order to ensure the safety of our children, our entry and exit procedures have been updated. These will be reviewed throughout the year and adapted where necessary.

Morning Nursery: 8.45 am – 11.45 am

Afternoon Nursery: 12.30 pm – 3.30 pm

Gate Opening Times for the beginning of the nursery session:

- Morning Nursery: 8.45 – 9.00 am
- Afternoon Nursery: 12.30 -12.45 pm

Gate Opening times for collection at the end of the nursery session:

- Morning Nursery: 11.30 -11.45 am
- Afternoon nursery 3.10 – 3.30 pm

Start of the session

- A designated member of the Southey Tots Team will open the external and internal doors into nursery at 8.45 am and 12.30 pm. The member of staff on the door is responsible for completing the paper register and the opening and closing of the internal fobbed door into nursery.
- On arrival the children are greeted by a member of staff on the door and invited into nursery with their parent/carer. Children are encouraged to find their own photo label to self-register and hang up their things on their coat peg. Children are encouraged to bring a bag to keep all their personal belongings safe. Parents/carers are then encouraged to settle their child to an activity before leaving.
- Further members of the nursery team will be in nursery waiting to greet children and families. They will help to separate and settle children when it is time for accompanying adults to leave. They are also available where appropriate to take messages and answer questions in relation to the session.
- If a parent/carer requires a private word with a member of staff and it is not possible for a member of staff to leave nursery an alternative time will be arranged.



- After the close of the register and once all parents have left a head count is completed to ensure all children are present on the register and the number of children within nursery is displayed.

PLEASE NOTE when entering and exiting nursery make sure all doors are closed behind you in order to ensure the safety of all our children. In addition, please **do not hold** open the door to another adult; a member of the team will continue to monitor the door. Thank You.

End of the session

- The nursery gate will be open to parents for collection 15 minutes before the end of the nursery session to allow for staggered pickups.
- Parents are requested to line up outside on the ramp and a designated member of staff will greet parents.
- Children will be handed over to parents by a member of staff and any key information will be passed over. **Should a more detailed or private conversation need to take place a member of staff will arrange a telephone call later in the school day.**
- We would like to thank parent/carers in advance for their patience at busy periods.
- Parents wishing to collect children early, please can we kindly request your patience at this time. Staff are busily involved in session with the children and will bring out your child as soon as they are safely able to do so.
- Parents wishing to collect during the middle of a session for a pre-arranged appointment should arrange to do this from the school office.
- **(Bad weather and colder months – during periods of colder or wetter weather staff in nursery may invite parents to wait in nursery to collect their children. In these instances, we kindly request parents stand away from the exit door. Children will be again brought out to you by a member of staff. Children will be in our story room at the end of the session and staff will monitor the opening and closing of the story room door, to allow children to leave safely. We thank parents again for their patience while we allow families to be then fobbed out of our external door safely.)**

Safety of adults collecting children within nursery

- During the admission process into nursery parents are requested to complete a permission to collect form. This asks parents to list all the adults that are able to collect their child from nursery and their relationship to the child. We ask parents to ensure they keep this up to date and ask them to remove or add adults where necessary.
- Should an adult unfamiliar to nursery staff arrive to collect a child the parent will be contacted to ensure the adult is able to collect the child. If the parent cannot be reached, the time has passed for usual collection and the adult is signed onto the collection form they will be able to take the child.
- Should an adult arrive who is not on the collection form the child will remain in nursery until the parent/s can be reached. The main school office will be contacted to inform them of the situation.

Parents arriving late to collect children



If a parent is late by 10 minutes and no message has been received as to why they are running late a member of the team will contact the parent/s.

A member of the team will also inform the school office and the child will be accompanied by a permanent staff member up to the school office.

Parents staying during the session

Throughout the year parents/carers will be invited into nursery to share in their child's play and learning. This will take place as half termly stay and play sessions and induction visits when children first begin nursery. Accompanying adults staying in a session will be asked to sign in and out on a parent register. This allows staff to have up to date numbers information should the fire alarm be sounded. Adults exiting will be accompanied out of nursery by a member of the nursery team to ensure all doors are secure and numbers in nursery can be adjusted accordingly.

If you have any question in regards to the information above please speak with a member of the team. Thank you.



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Academic Year 2025-2026

In order to ensure the safety of our children, our entry and exit procedures have been updated. These will be reviewed throughout the year and adapted where necessary.

Morning Nursery: 8.30 am – 11.30 am

Afternoon Nursery: 12.15pm – 3.15 pm

Full day/30 hour session 8:30 am - 2:30 pm

Monday-Wednesday am/Wednesday pm-Friday 8:30am – 2:30pm

Gate Opening Times for the beginning of the nursery session:

- Morning Nursery: 8.30 – 8.45 am
- Afternoon Nursery: 12.15 -12.30 pm

Gate Opening times for collection at the end of the nursery session:

- Morning Nursery: 11.15 -11.30 am
- Afternoon nursery 3.00 – 3.15 pm (2:30pm for full day children)

Gate Opening times for collection at 2:15 pm:

Depending on the number of children leaving at 2:15pm, children will either:

- Be dismissed via the main door/gate by a member of staff to their adult on a 1:1 basis, for example if only 1 or 2 children are leaving at that time
- Be dismissed via the conservatory by a member of staff to their adult, for example if there is a larger group of children. This will avoid the whole nursery having to stop play and avoid disruption to their routine.

Start of the session

- A designated member of the Southey Nursery Team will open the external and internal doors into nursery at 8.30 am and 12.15 pm. The member of staff on the door is responsible for opening and closing of the door into the conservatory.



- On arrival the children are greeted by two members of staff at the nursery door and invited into the conservatory with their parent/carer. Children are encouraged to hang up their things on their coat peg with their parent/carer. Children are encouraged to bring a bag to keep all their personal belongings safe. Parents are encouraged to say bye in the conservatory. Staff on the door are also available where appropriate to take messages and answer questions in relation to the session.
- Further members of the nursery team will be in nursery waiting to greet children and families. They will help to separate and settle children when it is time for accompanying adults to leave if needed.
- If a parent/carer requires a private word with a member of staff and it is not possible for a member of staff to leave nursery an alternative time will be arranged.
- After the close of the register and once all parents have left a head count is completed to ensure all children are present on the register and the number of children within nursery is displayed.

PLEASE NOTE when entering and exiting nursery make sure all doors are closed behind you in order to ensure the safety of all our children. In addition, please **do not hold** open the door to another adult; a member of the team will continue to monitor the door. Thank You.

End of the session

- The nursery gate will be open to parents for collection 15 minutes before the end of the nursery session to allow for staggered pickups.
- Parents are requested to line up outside the conservatory door and a designated member of staff will greet parents.
- Children will be handed over to parents by a member of staff and any key information will be passed over. **Should a more detailed or private conversation need to take place a member of staff will arrange a telephone call later in the school day.**
- We would like to thank parent/carers in advance for their patience at busy periods.
- Parents wishing to collect children early, please can we kindly request your patience at this time. Staff are busily involved in session with the children and will bring out your child as soon as they are safely able to do so.
- Parents wishing to collect during the middle of a session for a pre-arranged appointment should arrange to do this from the school office.

Safety of adults collecting children within nursery

- During the admission process into nursery parents are requested to complete a 'permission to collect' form. This asks parents to list all the adults that are able to collect

their child from nursery and their relationship to the child. We ask parents to ensure they keep this up to date and ask them to remove or add adults where necessary.



- Should an adult unfamiliar to nursery staff arrive to collect a child the parent will be contacted to ensure the adult is able to collect the child. If the parent cannot be reached, the time has passed for usual collection and the adult is signed onto the collection form they will be able to take the child.
- Should an adult arrive who is not on the collection form the child will remain in nursery until the parent/s can be reached. The main school office will be contacted to inform them of the situation.

Parents arriving late to collect children

If a parent is late by 10 minutes and no message has been received as to why they are running late a member of the team will contact the parent/s.

A member of the team will also inform the school office and the child will be accompanied by a permanent staff member up to the school office.

Parents staying during the session

Throughout the year parents/carers will be invited into nursery to share in their child's play and learning. This will take place as half termly stay and play sessions and induction visits when children first begin nursery. Accompanying adults staying in a session will be asked to sign in and out on a parent register. This allows staff to have up to date numbers information should the fire alarm be sounded. Adults exiting will be accompanied out of nursery by a member of the nursery team to ensure all doors are secure and numbers in nursery can be adjusted accordingly.

If you have any question in regards to the information above please speak with a member of the team. Thank you.



Start and end of the session procedures for Reception/FS2

Year 2025-2026

In order to ensure the safety of our children, our entry and exit procedures have been updated. These will be reviewed throughout the year and adapted where necessary.

Door opening times for the beginning of the school day: 8:35am

Door opening times for collection at the end of the school day: 3:00pm

Start of the session

- Support staff from the FS2 team will remain on the door from 8:35am until 8:50am. Any children arriving after this time will need to be registered via the 'late door', situated at the front of school or at the main office.

Support staff will complete the paper register and ensure the door is closed securely at 8:50am. They are also available where appropriate to take messages and answer questions.

- If a parent/carer requires a private word with a member of staff and it is not possible for a member of staff to leave the door, an alternative time will be arranged.
- On arrival to the classroom the children are greeted by their class teachers. Children are encouraged to manage their own belongings, hanging up coats, book bags, PE kits etc.
- Teachers will complete an online register and record children's preference for lunches.

End of the session

- Parents can collect their children from 3pm. Support staff will be available at the entrance to FS2 to share any messages or answer any questions you may have.
- Parents are requested to line up outside their child's class along the corridor. They will be met by their child's class teacher at the classroom door. Children will have their belongings ready to take home with them. Teachers will be able to share any messages with you but if you require a more detailed or private conversation we can arrange a telephone call.
- Once you have collected your child we ask that you leave via the main door so the corridor doesn't become too congested.
- We would like to thank parent/carers in advance for their patience at busy periods.
- Parents wishing to collect children early should arrange to do this from the school office.

Safety of adults collecting children within nursery



- During the admission process into school, parents are requested to complete a permission to collect form. This asks parents to list all the adults that are able to collect their child from school and their relationship to the child. We ask parents to ensure they keep this up to date and ask them to remove or add adults where necessary.
- Should an adult unfamiliar to school staff arrive to collect a child the parent will be contacted to ensure the adult is able to collect the child. If the parent cannot be reached, the time has passed for usual collection and the adult is signed onto the collection form they will be able to take the child.
- Should an adult arrive who is not on the collection form the child will remain in school until the parent/s can be reached. The main school office will be contacted to inform them of the situation.

Parents arriving late to collect children

If a parent is late by 10 minutes and no message has been received as to why they are running late a member of the team will contact the parent/s.

A member of the team will also inform the school office and the child will be accompanied by a permanent staff member up to the school office.

If you have any question in regards to the information above please speak with a member of the team. Thank you.

