



Nursery Newsletter - September 2026

Dear Parents and Carers,

Welcome to Coleridge Nursery!

It has been lovely meeting you all and getting to know your children. All of the children have now started and are beginning to settle into the routines of the nursery day. Some of your children may still be finding the separation and transition into the nursery quite upsetting, particularly if it's their first time in a Nursery setting. There will be days when your child finds it difficult to separate from you but please rest assured, within 2 minutes of closing the door the children are happy and engaged in the Nursery activities!

Working together - to help with the transition into the Nursery, please try to walk your child to the nursery door as opposed to carrying them. Once separated, try to avoid hanging around in the playground, as the more they see you the more they may become distressed. If your child is having a particularly difficult time, we will always call you.

The Nursery Team

The members of the Nursery team are:

EYFS Leader

Laura Goodey

Nursery Teacher

Stuart Goodey: Monday – Thursday

Early Years Practitioners

Sharon McAvoy: Monday- Friday

Hakima Bali: Wednesday – Friday (Leads the Nursery on Fridays)

Tanya Newman: Monday – Friday

Sharnell Sylvester: Monday - Friday

Lunchtime Support

Jenna Brown: Monday, Tuesday, Friday

Jean Stellard: Monday – Friday

Extended Day Provision 3pm – 6pm

Hakima Bali, Louise Mattocks – Monday, Tuesday, Wednesday

Hakima Bali, Sharon McEvoy – Thursday, Friday

Drop Off and Pick Up arrangements - please see the information below about arrangements for drop off and pick up.

Drop off

AM and full day children - the Nursery door in the Waverley Road playground will be opened at 8.50am and closed at 9.00am. Due to security reasons and to ensure a calm start for the children, we request that you arrive on time. The door will be closed at 9.00am and all parents/carers need to have left the school playground by this time as we need to close the gates to secure the school.

PM drop off - the side gate entrance on Waverley Road will be opened at 11:55am and closed at 12pm, please make sure that you arrive on time.

Lateness - if you are late you will have to go to the main office and somebody will come and collect your child. Please call ahead if your child is going to be late or has an appointment as we need to ensure that we have the correct numbers for lunch.

Pick up

AM only pick up - When collecting your child in the morning, the Nursery side entrance on Waverley road will be open between 11.55am and 12pm, therefore you can collect your child during this time.

3pm pickup - you will need to collect your child via the Reception playground on Waverley Road (same door as AM drop off).

Extended day – You can collect your child at any time between 3pm and 6pm via Nursery side entrance on Waverley Road. You will need to press the buzzer when you arrive. Please make sure you collect your child before 6pm as there is a charge for late pick up.

Bikes and scooters

If your child is a 3pm pickup - please leave bikes and scooters in the Reception playground bike shelter when you drop off in the morning. If your child does extended day or is AM/PM then you can leave scooters in front of the Shirley Boffey House. This is accessed through a gate that is next to the nursery side entrance.

Change to pick up

For safety - we only release children from the Nursery to an adult who is recorded on our system as a primary contact (parent or carer). This applies to the extended day provision as well. However, we understand that some children will be regularly picked up by another family member or child minder- this is fine but you must tell a member of the team so we can make a note and if possible, introduce them to us at a drop off so we can get to remember everyone's faces. Also, if there is a change to who is picking up on a particular day, just let a member of the team know when you drop off and we can make sure everyone is aware. In the event of a last-minute change and the usual person is not able to pick up, let the office know by phone or email.

Extended day provision and AM or PM top ups

You will all now have received your online codes to make payments for any extra provision. If you are having problems with this or you haven't received your code please contact:

admin@coleridgeprimary.net or pop into the school office. If you would like to amend your days or enquire about available spaces, please send an email to admin@coleridgeprimary.net and put 'for the attention of Lisette Nice'. All extra sessions must be paid for in advance.

Toys and Gadgets

It is school policy that children do not bring toys or gadgets from home into nursery or school. Items can be lost or broken, which can be distressing for the children. If your child wants to bring something into Nursery, please support us by explaining that they are not allowed to. We do not accept responsibility for children's toys/gadgets.

Nursery Coffee Morning and Curriculum chat

We will be holding a coffee morning on Wednesday 16th September from 9:00am – 10am in the East Hall for all Nursery parents and carers. This will be a chance for you to meet other parents/carers and listen to Laura Goodey, our EYFS lead, talk about our Nursery Curriculum and how children learn at this age. After you have dropped your child off, please go to the main office and you will be directed to the main hall, where tea and coffee will be available. We hope that you can make it.

Snacks

Please make sure that you **do not** send snacks in with your child, as we have children in the Nursery with food allergies. We provide fruit and milk every day for the children to eat so snacks are not

needed. Please also remember that if your child has a packed-lunch, do not give them any food that contains nuts.

Parent Hub and Weekly Overviews

You should by now have received details for how to download and log in to Parent Hub. It is very important you join up as we will be using the programme to communicate important information to parents/carers. We also let you know what we have been doing each week in the Nursery - we will share photos with you. We will also be posting a weekly overview to let you know what learning we will be doing in the Nursery the following week; this will include useful links or activities that can support your child's learning at home. There will also be opportunities for you to send photos to Parent Hub for us to share with the other children in the Nursery.

Spare clothes

Please could you make sure that spare clothes are kept at Nursery in a plastic bag or tote bag with your child's name on it. If they want, children can bring in a small rucksack/bag each day that can hold their water bottle in which they will take home each day. We will put any wet clothes in a plastic bag (with what type of accident it is!) and put it in their rucksack so please do check it daily.

Medical conditions & food allergies/intolerances

It is vital that we have accurate information about any medical conditions or food allergies/intolerances your child may have. Please report any changes to the school office.

Nursery Stay and Play Sessions

We will be hosting stay and play sessions. This will be a chance for you to play and learn in the Nursery with your child. We will be starting the sessions in the Spring Term once all of the children are settled.

If you have any quick questions regarding your child or the Nursery, please speak to a member of the Nursery team at pick up or drop off. If a longer chat is required, Mr. Goodey is more than happy to arrange a phone call or meeting with you. We are looking forward to a really happy and successful year together.

The Nursery Team