



William Gilbert Endowed
(Church of England)
Primary School & Nursery
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Headteacher: Mrs E H Britten



5th September 2023

Dear Nursery Parents

I warmly welcome you to our Nursery this term and hope you have had an enjoyable summer. Miss Glenny will be in school on Wednesday to meet the children for their sessions in Nursery. She is very much looking forward to building strong relationships with you and your children across their time in Nursery.

Unfortunately, I have to share with you that Miss Glenny has been called for jury service. Completing jury service is an important civic duty and we must release her to fulfil this requirement. Miss Glenny is due to start jury service on Thursday 7th September and is expected back in nursery on Monday 18th September. This could be shorter or longer depending on the case she is assigned to by the court. I will of course communicate again with you if her expected return date changes.

In her absence Mrs Bradshaw, who is known to you and the children, will remain as their constant key worker. Mrs Aston our Pastoral and Wellbeing lead who is appropriately trained for Early Years, will cover Miss Glenny's absence. Mrs Aston will be well known to parents with older children in the school and she is excited to have a short visit back into our nursery.

While I have the opportunity to communicate with you, Miss Glenny has asked that I remind you that drop off arrangements for your sessions are slightly different to your visit days.

Can you please bring your child to the junior gate entrance where Miss Glenny will be waiting for you from 8:40am. Mrs Bradshaw will be waiting in the nursery garden to welcome your child and support those first goodbyes. The nursery garden is accessed through the junior playground.

Children should be collected after a morning and full day session from the main Nursery entrance up the reception area steps.

I look forward to meeting you all as you embark on those exciting first steps into our school, but if you have any queries in the meantime, please do not hesitate to contact the school office.

Yours sincerely

E H Britten
Headteacher