

## **‘Sunbeams’ Collection Process**

23.1.2023

Dear Parents and Carers of children attending the Sunbeams (3-4’s) Provision.

I write to clarify the arrangements for collection of children at the end of the day.

We have found that many parents are arriving earlier than the 3:00pm collection time, with increasing frequency. This has the following impacts:

- It reduces the amount of teaching time that children receive in the afternoons.
- It reduces the amount of staff members available to support other children.

For these reasons, the rear doors to Sunbeams (3-4’s provision) will be opened just before 3:00pm each afternoon, but not any earlier.

We fully appreciate that a number of you benefit from a slightly earlier collection time, as you have older children to collect from their primary schools at a similar time.

In order to facilitate this early collection, you will need to inform us in advance that this is your wish. Your child will then be brought to the main front doors (not the rear of Sunbeams) by a familiar adult for you collect him/ her. In order for us to be able to offer this option, we need to ask that collection is 2:45pm prompt, in order that staff are able to quickly return to the provision to support other children.

We hope this is clear but should you have any questions, please do not hesitate to contact us.

Thank you in anticipation of your support to ensure the children have the very best experiences with us.

Yours Faithfully

David Aldworth  
Executive Head Teacher