

Cashmore Early Years Centre



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Headteacher Simon Holmes

23 June 2021

Dear Parents/Carers

From September 2021 we will be operating new session times. This will allow time for staff to have a longer daily planning meeting which will ensure we maintain the highest quality activities and environment to support your child's learning.

New session times

- **3hr AM session: 9:00am – 12:00pm** (Children do **not** have lunch but do have an opportunity for milk and snack during the morning)
- **3hr PM session: 12:30pm – 3:30pm** (Children do **not** have lunch but do have an opportunity for milk and snack during the afternoon)
- **Full-day session: 9:00am – 3:30pm** (Children need to bring a packed lunch or pay for school dinner)

The door will be opened 10 minutes before the end of each session. It is important that your child is picked up on time as children become worried and upset when you are late. Picking up late affects staff lunch breaks and their ability to attend staff meetings/training.

Please do not hesitate to talk to me if you have any questions about this.

Yours faithfully

A handwritten signature in blue ink that reads "S. Holmes" with a horizontal line underneath.

Simon Holmes (Headteacher)