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Dear Parent/Carer

As the term progresses, we would like to take the opportunity to remind you of a few important points:

- Please can you ensure that your child has a bag of spare clothes in nursery (several pairs of underwear, socks/tights, trousers and t-shirts). This can go home with your child each day or remain on their peg.
- Our office must have several numbers to contact in an emergency. These can be family members or friends. There must be someone we are able to speak to in the event of an emergency, one number is not enough.
- Please inform teachers if you are uncontactable for whatever reason, and supply an alternative emergency contact in this situation. We must be able to reach someone should there be an emergency.
- It is vital that you contact school if your child is off ill. You can ring the main office on 01495 742090, there is an answer phone where you can leave messages out of school hours.
- If you are sending someone different to pick up your child, please inform teachers beforehand. We will only release children to people we have been informed about.

Lastly, if you have any spare children's clothes that you no longer need we would be very grateful for any donations. You can hand these to the teacher on the door at any time.

Yours sincerely

C Williams  
Nursery Teacher

L Sellars  
Headteacher