



Greenfield Primary School and Nursery

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Headteacher: Mr M Wood M.Ed.

Excellence and Enjoyment for All

Dear Parents/Carers

11th June 2018

I am writing to inform you of the arrangements for our end of year Graduation for the children who will be leaving Nursery in July to move on to their new Reception class from September. Many of these children have been with us since they were just two years old, others spend such a lot of their time with us at Nursery and all of them deserve to be recognised for the progress they have made.

Graduation will be held on Thursday, 5th July 2018 in the school hall and start at 2pm. If your child is already in Nursery on Thursday afternoons, please report to the main entrance and sign in where you will be shown through to the hall. If your child is not normally at Nursery on Thursday afternoons please bring them round to us in Nursery by 1:50pm and sign in at the main entrance before waiting for the children to come through together. We find preparing together for such events immediately beforehand helps the less confident children to take part.

Due to health and safety restrictions, we will be limiting the number of adults allowed to attend for each child to two. There will be light refreshments and entertainment. The celebrations will be finished in time for you to collect siblings from school. We would like the children to wear black and white clothes. If your child is here all day, it may be an idea to put their graduation clothes in a labelled bag so that we can change them before the event.

Please complete the attached reply slip and return to Nursery as soon as possible to confirm the number of adults that will be attending our Graduation party.

Kind Regards,

Yours sincerely

Mrs Rebecca Mubiru
Nursery Manager

✂.....

GREENFIELD PRIMARY NURSERY PERMISSION SLIP

*I will / * I will not be able to attend the Graduation Party on Thursday, 5th July 2018 at 200pm. (*Delete as appropriate.)

Child's name: Number of Adults Attending:

Signed.....(Parent/Carer) Date.....

Data Protection Statement: The information gathered here will be used solely for the purpose stated above. It will:

- Only be held by nursery staff
- Only be accessible to school staff involved with this activity
- Shredded upon your child leaving nursery
- Be used to update our records if it contains more accurate data

