



Methodist Church Hall
Bell Street, Princes Risborough
Bucks HP27 ODE
Tel; 07759 582307
contact@thesecretgardenpre-school.co.uk

Parents,

I thank you personally for all of the continued support you have shown over the last month; it has been a very challenging time for the staff team and for yourselves no doubt. I apologise that there has not been more written communication; I did not appreciate how much of my time the new build would take up.

I can now confirm the arrangements for the move and also the future plans about hours and sessions for The Secret Garden Pre-school.

We anticipate (I have been assured today this is realistic) that the handover for the building will be Tuesday 1st February with only a snagging list left to complete.

We will be spending lot of time week commencing the 7th February carrying out transition visits and further discussions with the children. We will need some help this week so please do see a staff member if you can support us with this.

We then hope (fingers crossed) to be fully operational from the new site on 14th February 11, breaking for half term week commencing the 21st February at 12.15pm. The building is really lovely, new and obviously completely purpose built and we cannot wait to start the unpacking! We have our OFSTED registration certificate and approval to practice from the new site and will have an inspection within the first 6 months of opening.

We are constantly responding to parent's feedback and are continually amending our practice and we will continue to do this. One of the items we have changed is the bringing forward of extended hours to April 2011, in response to the many requests from parents. So we will be operating our extended day from 26th April 2011.

Session times from this date onwards will be:

Session AM	8.50am-11.50pm	(uses 1 funded session)
Session PM	12.00pm-3.00pm	(uses 1 funded session)
Session ALL DAY	8.50am – 3.00pm	(uses 2 funded session)

Some parents have expressed concerns about particularly the first drop off time, and in response to this we have agreed a second drop off at 9.10, and similarly at the end of the day a collection at 2.45. We would hope that this will allow parents the flexibility to continue with other school drop offs etc.

This will be reviewed at the end of the first 5 weeks (May half term). I think it valuable to point out that we will never be able to (as much as we would want to) please every parent, however, please inform us if you envisage any problems with the flexible session drop off and collection times.



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In light of these new hours it is possible to offer parents changes to their sessions from 26th April if they are required. We have increased our intake by an extra 4 places per day to allow change and flexibility for parents. We are encouraging parents to come and look at the new build next Friday 4th February 2011 (prior to all furniture/ equipment) and to discuss session changes, although as always you could inform us before this date on email;
contact@thesecretgardenpre-school.co.uk

Please note that session changes will be on a first come first served basis.

Can I also add at this stage that the afternoon session will involve the children bringing a packed lunch. Due to the way in which our registration will work there is no flexibility on this, the morning session is without lunch and the afternoon session involves lunch.

Secondly, the children who opt for an ALL DAY session (AM and PM) will get 10 extra minutes, due to the session overlap, for free.

You will still be entitled (for children who are 3 and 4) to have 15 hours a week free of charge. You may choose 5 sessions, and any others would be charged at the hourly rate of £4.85.

Jo and I look forward to welcoming you from 9.30 until 11.30 on Friday 4th February 2011 at the new site. The address of the new venue is as follows –
The Secret Garden Pre-school
Wellington Avenue
Princes Risbrough
Bucks
HP27 9HY





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Turn into Wellington Avenue and the school is on the left. Follow the footpath (to the left of the school) down towards the back end and you will see a canopy and 2 doors – pre-school is the last door, press the intercom and we will let you into the building.

Thank you for your continued patience and I look forward to showing you around on Friday morning.

Regards,

Hayley White and The Secret Garden Pre-school Team