



8<sup>th</sup> January 2009

Dear Parents/Carers

This winter the temperature has dropped dramatically and the staff within the Preschool setting have encountered difficulties with the current heating system to such an extent that the staff have been unable to keep the temperature to an acceptable level.

As you are aware there will be a new building very soon and the present accommodation will be removed. It is therefore felt that there is little point in paying money towards heaters that are likely to be replaced in the very near future.

An assessment of the current conditions within the Community Rooms was undertaken on Wednesday 7th January 2009 by the Play Leaders and the Officers of the Pre-school Committee and it was felt that the buildings were just too cold and in the interest of the welfare of your children it has been decided to move the pre-school a little earlier than planned to our temporary accommodation, the Royal British Legion, opposite the Primary School in Starcross with immediate effect. This facility was already booked to house our temporary accommodation whilst the construction of the new buildings was undertaken, therefore Ofsted are fully aware of the temporary facility that we are going to use. A representative from Ofsted has been to visit the temporary site in order to ensure that all their requirements and guidelines will be met. We have now notified them that we are going to be relocating to the Royal British Legion with immediate effect and they are happy for us to do this. Please remember we are guided by our Policies and Procedures and Risk Assessments are completed every day to ensure your children are safe and well cared for, if you therefore have any concerns please speak with a member of Staff or an Officer from the Committee.

You are more than welcome to visit the temporary setting so you can have a look around, please do not hesitate to let us know so appointments can be made.

During this transition period we would like to thank you in advance for your understanding and we would also like to request that any parent/carer who wishes to help, support or who is available for any sessions please let us know, 'many hands make light work'.

When dropping your children to the Royal British Legion can you please be aware that the traffic can be particularly busy in this area and therefore we would like to request that you wait within the school grounds opposite the Royal British Legion and the Play Leaders will call you across when the Pre-School is ready to open.

We would also like to request that you bring your child's 'pump bag' (change of clothes) with your child each session should they need changing we will have these items at hand as we will not have an unlimited amount of spare clothes at the temporary site.

If you need to contact the pre-school you can call them directly at the British Legion on 01626 890098 or you can contact the administrator, Sue, at home on 01626 889435. Please be aware that this is Sue's home number and she does have small children herself so at times it may not be possible for her to answer your questions on the spot but she will contact you as soon as is possible by return.

I apologise to have written at such length but I feel it is important that you are fully aware of the current situation. I am sure the children will see it all as one big huge adventure.

I would like to take this opportunity of thanking you for your help and understanding and should you wish to chat with me directly please let one of the staff know and I will contact you directly.

Yours sincerely

Nicky Davey  
Chair of the Voluntary Pre-school Committee

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