



Queens' Federation

Queen Emma Nursery

01223 714305

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www.queenemmanursery.org.uk

Executive Headteacher:
Mrs C M Peet M.A.

Dear Parent/Carer,

Thank you for your enquiry regarding a place for your child at Queen Emma Nursery. Please find attached our enquiry form, session form, admissions policy and information regarding our extended provision services (Breakfast Club, After School club and Holiday Club).

Please complete the forms and hand them back to the school office. Your form will then be put on the waiting list in accordance with our admissions criteria.

When filling out the sessions you require please be advised that we require at least five sessions (morning or afternoon) a week. We would advise that once regular sessions are booked and agreed, they are reserved as regular places and cannot be changed.

Visits to the Nursery take place on specific mornings at 10 a.m. Please contact the above number should you wish to book a visit.

We feel privileged that you are considering Queen Emma Nursery for your child and very much hope that we will be able to accommodate them here.

Yours sincerely,

Miss Lorraine Pepper

Nursery Administrator