Sebright Children Centre
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18th November 2026

Subject: **Early Closure for Staff Development and Christmas Holiday Arrangements**

Dear Parents and Carers,

I am writing to let you know that the nursery will be closing early on **Friday 18 December 2026 at 1.00pm** to enable all staff to take part in an important professional development session.

These sessions help ensure our team remains up to date with best practice and continues to provide the highest quality care and learning experiences for your children. We would be grateful if you could make arrangements to collect your child promptly by 1.00pm on this day.

We would also like to remind you of our Christmas holiday arrangements:

- **Tuesday 22 December 2026** Nursery closes at **4.00pm** to allow staff time to prepare rooms for deep cleaning and the Christmas closure.
- **Wednesday 23 December 2026 to Tuesday 5 January 2027**: Nursery closed for the Christmas holiday period.
- **Monday 4 January and Tuesday 5 January 2027:** Whole Centre Inset Days (nursery closed to children).
- **Wednesday 6 January 2027:** Nursery and Children's Centre reopen as normal from 8.00am.

If you have any questions, please do not hesitate to contact either Juliet or me.

Thank you for your understanding and continued support.

Kind regards,

Suzanne Carmichael
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