



Dear parents and carers,

I hope you are keeping well and have had a positive start to your week.

In response to feedback from a number of parents, our senior leadership team has been reviewing the routines that are currently in place for drop-off and pick-up times. We recognise the importance of ensuring a calm beginning and end to the day for both children and parents and hope that the changes outlined below will reduce the congestion we are all currently experiencing outside the Reception classrooms, in particular.

From Monday 9th October 2023, the internal gates will now open earlier and parents and carers of children in Reception, year 1 and year 2 will have the option to drop children off at the internal gate (which is the same as the current arrangement) or at their classroom door in the mornings. In light of this, the gate opening and closing times will be as follows:

Drop-off

Gates open: 8:30am

Classroom doors open: 8:40am

Gates and classroom doors close and registration begins: 8:50am

Pick-up

Gates open: 3:00pm

Gates close: 3:20pm

From next Monday, you are more than welcome to wait on the playground near to your child's classroom after the gates have been opened in the morning and afternoon. As you know, each year group's outdoor area is set up each day by the teachers for the learning that children will experience each day. It is important to note that these resources are not to be used before the school day starts and we ask that if you walk through to drop your children off at their classroom door, you ensure children and toddlers do not play with any of the equipment. School-aged children and toddlers must also be supervised at all times when on the school site by a parent or carer.

To keep everyone safe, we ask that all children are accompanied on their journey to school and supervised on the school site until the classroom doors open in the morning. This includes ensuring that children do not use any playground equipment or resources in their year group's outdoor area if they wait with a parent or carer on the playground.

If you wish to speak to your child's class teacher, please continue to do so at the end of the day, as teachers will be supervising the class from the beginning of the day when classroom doors open at 8:40am and, as such, will be unable to speak to parents and carers. If you have any urgent messages to pass on at the beginning of the day, please don't hesitate to email or phone the school office. Similarly, if you arrive on the playground before your child's classroom door has been opened in the afternoon, we ask that noise and distractions are kept to a minimum, as children will still be engaged in learning.

Nurture, Enrich, Inspire

The morning routine for our Nursery children will remain the same: the doors open at 9:00am (except Wednesday) for drop-off and 3:00pm (except Wednesday) for pick-up and parents and children enter via the Nursery entrance.

It is important to note that, while a member of SLT will be on duty, they will be moving around the school site.

We hope that these updates will help to reduce the congestion at the beginning and end of the day, as well as providing more flexibility for parents and carers with other commitments in the mornings and afternoons.

If you do have any questions or feedback on these changes, please do not hesitate to get in contact.

Yours sincerely,

Mr Timothy Lodge

Head Teacher