



Friday 18th October 2019

Dear Parents and Carers, *Celebrate and learn together*

Thank you to those of you who attended the parents' coffee morning on 20 September, and for your helpful suggestions regarding arrangements for the start and end of the school day. Following on from that discussion, governors and staff have reviewed the start and end of day and have agreed the following system. This will be in place from Monday 11th November. These arrangements have been made in order to meet legal requirements and statutory safeguarding requirements, to ensure that all children are kept safe whilst on school grounds.

Start of day:

- School gates will open at 8.40am.
- Depending on the age and maturity of your child you may make the judgement that your child does not need to be accompanied in the school playground by yourself or another adult that you have given permission to look after your child, however please note that the school is **not** responsible for your children until they have entered the cloakroom doors at the official start of the school day below.
 - 8.50 for Year 3, 4, 5, and 6 (KS2)
 - 8.55 for Year R, 1 and 2 (KS1)
 - The hall door and the KS2 door to the playing field are emergency exits and therefore they need to remain closed.
- A bell will ring at 8.50. A member of staff will open the cloakroom doors (located on the infant playground) for the KS2 children to enter.
- A bell will ring at 8.55. A member of staff will open the cloakroom doors (located on the infant playground) for the YR and KS1 children to enter.
- We encourage children in all year groups to say goodbye to their parents in the playground and enter the school building independently. However, if you feel this is going to cause concern/distress for your child please speak to the class teacher.
- The teachers are generally available at the end of every day so if you have a message or would like to discuss an issue you are very welcome to come into the classroom once the children have been dismissed. Alternatively, if you are not available to meet the teacher in person or you would like to arrange a longer meeting then you are welcome to communicate via an email to the school office.
- If you have an urgent message in the morning then please let the school office know by posting a note in the new post box that will be located in the entrance by the office (paper and pens will be provided).
- Premier Sports will offer an additional morning child care service. You will be able to book your child/ren in to a morning club session which will be from 8.40am until school starts for the cost of £1. The arrangements for the existing breakfast club will remain the same. Further detail of this additional service will be released shortly.
- The school gate will be locked at 9.00am.
- If you are late please bring your child to the school office via the main entrance. Parents and visitors must report to reception and cannot walk down to classrooms during the school day without prior permission.

End of day:

- School gates will open at 3.10pm.
- The end of day bell will ring at 3.15pm and children will leave via the cloakroom doors
- 3.20pm parents are welcome to come into the classroom via the cloakroom doors to informally meet teachers for a brief meeting.
- KS2 children are permitted to leave the school premises or find the adult who is collecting them in the playground unaccompanied by school staff. If you do **not** give consent for this then please let the school office know which adults have permission to collect your KS2 child.
- YR and KS1 children must be collected by a parent or authorised adult. If you would like to make the school aware of an adult (other than yourself) who you give permission to collect your child/ren when you are unable to then please let the school office know. Staff will not release YR and KS1 children to any adult other than their own parent without prior permission.

The safety of your child whilst they are at school is of paramount importance to us and we appreciate your support and patience while these arrangements are being introduced.

Yours Sincerely,



Mrs Graham

Headteacher

Mrs Lowe

On behalf of The Governing Body

