

IMPORTANT INFORMATION

Friday 27th October 2017

Dear parents/carers,

I would like to take this opportunity to wish you all a happy half term holiday! The past two months have passed so quickly and I would like to thank you for all your continued support.

Yesterday, I met with you to discuss the new arrangements for the start and the end of the school day. I want to thank you for your understanding and support in making sure that we are doing everything we possibly can to make sure our children are safe at all times.

Should you have any concerns or questions, please come and see me so that I can help.

Timings and arrangements:

Nursery: Children in Nursery will come into school at **8.30** with their parents.

Reception, Year 1 and Year 2: Children in Reception, Year 1 and Year 2 will line up in the playground by the **Family Room door** at **8.45** and will be brought into school by the class teacher or Teaching Assistant.

Year 5 and Year 6: Children in Year 5 and Year 6 will line up in the playground by the **Year 6 door** at **8.50** and will be brought into school by the class teacher or Teaching Assistant.

Year 3 and Year 4: Children in Year 3 and Year 4 will line up by the **back door** where the **100 square** is at **8.50** and will be brought into school by the class teacher or Teaching Assistant.

All doors will be locked at 8.55 – Any parent bringing their child to school after this time will need to bring them through to the main school office.

Nursery: Children who come to afternoon sessions will be collected at **3.00** from the **Nursery door**.

Reception, Year 1 and Year 2: Parents should wait in the playground by the **Family Room door**. The children will come out into the playground by the **Family Room door** at **3.00** and will be brought by the class teacher or Teaching Assistant.

Year 5 and Year 6: Parents should wait in the playground by the **Year 6 door**. The children will come out into the playground by the **Year 6 door** at **3.05** and will be brought by the class teacher or Teaching Assistant.

Year 3 and Year 4: Parents should wait in the playground by the **back door**. The children will come out into the playground by the **back door** at **3.05** and will be brought by the class teacher or Teaching Assistant.

I know that these new arrangements will take some time to get used to but I know we will work together to make sure our children and families are safe. As I said yesterday, we fully **value the fantastic relationships** that we have with our families and we will **always welcome** our families into our school community. We will ensure our families have regular planned opportunities to come into school to join their children in a variety of learning opportunities.

Have a safe and enjoyable half term and I look forward to welcoming you all back to school on **Monday 6th November 2017**.

Warmest wishes, *Zaira Cook*