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Headteacher: Mrs. H. Atkinson-Smith. BA(Hons) MA, PGCE

Dear Parents of children in Reception and Year 1,

I am writing to explain the morning system in school.

During the morning we encourage children to enter the school playground by themselves, to come into school. This ensures that staff can monitor that nobody enters the school building during this time other than the children who are pupils at this school. This is for the safety of all in school.

At the start of the school year, parents of Reception and Year 1 children may enter the playground with their child if they wish. We encourage Year 1 parents to say goodbye to their child at the gate as soon as their child is confident to walk in on their own. After half-term all Year 1 children will enter the playground without a parent and staff will ensure they enter their classroom.

There are always 3 or more members of staff on duty in the morning to ensure your child enters school safely.

Reception parents may bring their child to the classroom doors if they arrive before the start of school – 8.50am. After this time, your child is late, and you will be asked to leave them at the gate and a member of staff will be there if your child needs help to enter the classrooms.

We do not close the gate at 8.50am when school has started as a courtesy to children who have just missed the start of the school day, but we will close this gate shortly afterwards. When the gates are closed, you will need to take your child to the office and sign them in as late.

School gates open at 8.45am

School starts at 8.50am

School ends at 3.20pm, unless your child attends an after-school club.

I hope this information is useful to you.

Kind regards,

H Atkinson-Smith

Headteacher

