

20 October 2021

Dear Parent / Carer

Following feedback from parents, we are altering procedures at the start of the school day to minimise congestion on the school yard and help parents who are required to drop off at more than one site. Therefore, after half term, children will be able to access the school building without having to line up. A reminder of door opening times can be found below. Please note that Little Learners and Nursery will remain unchanged.

	<b>Doors open at</b>	<b>School starts at</b>
<b>Reception, Years 1 &amp; 2</b>	8.40am	8.50am
<b>Years 3, 4, 5 &amp; 6</b>	8.30am	8.40am

Your child's class teacher will be in their classrooms when the doors are opened ready to meet children and ensure a settled start to the day. Members of support staff will be available on the yard. If a parent has a message for their child's class teacher, please relay this to a member of support staff, otherwise, please feel free to ring the school office or catch the teacher at the end of the day.

Yours sincerely

*L Hall*

Miss L Hall  
Executive Headteacher