

Dear Parents and Guardians,

**Re: Changes to Start of Day Routines**

Last half term it was really helpful to hear from parents regarding the start of day routines. It was shared that the pavement area could feel very busy before the school gates opened and this could at times feel unsafe.

Based on this, and **starting from tomorrow** (Friday 15<sup>th</sup> September), we will be implementing new arrangements for the morning drop-off in an attempt to address the concerns raised. My hope is that these new routines will create a smoother and safer start to the day for all.

**Revised Start-of-Day Schedule:**

**Gates Open:** The school gates will now open at 8:40 AM, when you will be able to enter the school grounds at an earlier time to avoid congestion on the pavements. *Please make sure you accompany your children and supervise them at this time as staff will not be present before 8.45 AM.* Please also make sure you remain in the cordoned off area.

Everyone should enter the school through this gate in the morning now.

**Classroom Entry:** At 8:45 AM, staff will then man the cordoned off area and invite children to head to their classrooms in the same way they currently do.

**Parent/carers Exit:** After saying goodbye to your children at the cordoned off area, parents and carers can exit the playground through the main school gate, as they do currently in the afternoons in a one-way fashion.

Enter the Playground from 8.40 HERE

Wait and supervise your children until 8.45 HERE



Rec and Y1 and Y2 head to classrooms here

Y3 and Y4 head to classrooms here

Y5 and Y6 head to classrooms here

My hope is that these adjustments will reduce the congestion on the pavement whilst still making sure we have a prompt and organized start to the school day. We will be trialling these for the next two weeks to see whether they are effective or need further changes so please bear with us!

As always, please feel free to contact the school office if you have any questions or require additional information regarding these changes. We look forward to trialling this and appreciate your support and cooperation.

Many thanks

A handwritten signature in blue ink, appearing to read 'JB', is positioned below the text 'Many thanks'.

James Bird  
Head Teacher