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8th November 2016

Dear Reception and Key Stage 1 Parents/Carers

After listening to feedback from parents at the Head's meeting earlier this term, there will be new arrangements for the mornings when we come back to school in the New Year.

Year 1 & 2 parents/carers will be able to drop off their child at 8.35am at the bottom of the steps, where Year 1 get dropped off at present. Children will be greeted at the bottom of the steps by two members of staff. If you have any messages to pass on, these two members of staff will take your message or go to the Reception office to leave a message. Parents/Carers will be able to say goodbye to their child and then the children will be able to walk up the steps onto the Key Stage 1 playground. An adult will supervise the top of the steps.

There will be numerous Key Stage 1 staff on the playground to supervise children until they line up to go into their classroom at 8.45am. This will be an opportunity for children to walk and talk with their friends, before school starts. The gate at the top of the steps will still be closed and locked at 8.50am, therefore, any children arriving after this time, will still need to be taken to the Reception area to be signed in.

Reception parents/carers will still need to remain on the Reception Playground with their child, until Reception classes open their doors at 8.45am. We ask you to wait in between the pencils and the Reception outdoor play shelter due to the flow of Year 1 & 2 children arriving.

As all the children will now be supervised from 8.35am, the "Drop Off" arrangements at 8.30am will come to an end. We also offer Breakfast Club from 7.45am until school starts, for the new discounted price of £2.00 per session. If you do wish to use this service, please come and ask at the reception desk, prior to the Christmas holidays to book your place at Breakfast Club.

Yours sincerely

Mrs Helen Lynch
Deputy Headteacher