

NEW MORNING ROUTINE

Dear Children and Parents,

To start the day the very best way we will be opening our doors at 8:30am.

WHY ARE WE DOING THIS?

We believe this extra ten minutes will allow you to unpack, settle in and have a few moments reading time before the start of the school day.

HOW WILL IT WORK?

8:30am The bell will ring and the white doors will be opened. Reception children will go in through their usual entrance. Year 1 to Year 6 will come through the white doors.

A senior member of staff will be at the door to greet the children.

Parents – you will be unable to come into school to see teachers or staff members for safety reasons. However the office can take any messages, you can write a message in your child's reading record or share information with the teacher on duty.

8:40am The bell will ring to signal the start of the school day.

The white doors will be closed

The blue gates will be locked.

WHAT IF YOU ARRIVE LATE?

Arriving on time is essential. Every minute matters.

If your child arrives after 8:40am you will need to see Mrs Reynolds on "The Late Gate" at the office. Your child will need to be signed in by you and a reason for arriving late.

I thank the staff for accommodating this and we will trial it for the Autumn term. Your suggestions and ideas are most welcome.

We will begin our new routine on Monday 24th September 2018.

Thank you for your cooperation.

Yours sincerely,

Mrs R Girling

Acting Head teacher