

Vane Road Primary School



Head Teacher: Mr K. Pavey
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24th May 2019

Dear Parents/Carers,

INFANT (KS1) DEPARTMENT

From Wednesday 4th September 2019 your child will be starting at Vane Road Primary and will be in Class 1 with Mrs Armstrong. Arrangements for your child are as follows:

CLASS 1

(Please enter school through the Main Entrance)

Week 1	Wednesday 4 th September to Friday 6 th September	9.30am to 12.30pm with lunch at school Please collect your child/ren from the Main Entrance
Week 2	Monday 9 th September to Friday 13 th September	1.30pm to 3.00pm Please collect your child/ren from the Main Entrance
Week 3	Monday 16 th September <u>onwards</u>	<u>FULL TIME</u> 9.00am to 3.15pm Please collect child/ren from the Class 1 Door

(Note: When your child is full-time, the gates to the school will be locked at 9.05a.m. if you should be late or you need to take your child out of school, please come to the office at the Main Entrance.

Transition Days, we would like you to bring your child into their classroom when they come to school from 4th September to 13th September and also collect your child at home time from the Main Entrance.

From the 16th September when the children are full time we would like you to bring your child to the Class 1 Door each morning please and to enter the class independently. A member of staff will be on duty. If you bring your child late to school, please go to the Main Entrance to sign your child in and make any menu choice.

At home time, we will bring the children out of the Class 1 door. We will not let the children go until we have seen you or whoever is picking them up. Please let us know in advance if a different adult will be collecting your child. If you have any questions, please do not hesitate to ask us.

Thank you

Mr K Pavey
Head Teacher