

INFORMATION FOR PARENTS

Registers will be taken promptly at 9.00am in each classroom and so **all children need to be in their classroom by 9am** in order for them to be marked as being on time and not late for school. This may mean that some families need to come a little earlier to allow children enough time to change their footwear etc in the cloakroom in order to be in class for 9am.

Children who travel to school on the bus will continue to be allowed access into the school as soon as they arrive on site.

A member of staff will continue to be at external cloakroom doors for Class 1 and also KS2 to welcome children as they enter school and also be available to speak to Parents or take messages from Parents for Class teachers. **However, any child arriving after 9am will not be allowed to enter via these doors and will be sent round to the main entrance in order to enter school.**

We understand that some Parents may want to speak or pass a message onto a member of staff without other people hearing and so I have asked for the member of staff to remain near the external door after 9am for a short time to take messages or information from any waiting Parents. Therefore, the side gates will now be locked at 9.15am rather than 9am.

However, even though the side gates are not locked until 9.15am, **if a child and Parent arrive late on site (i.e. after 9am), they must go to the front entrance** and not try to gain access via the side doors as the member of staff will not allow access after 9am on the other doors. Mrs Drewery or Mrs Wilson will be available in the school office to take any messages or information to pass onto staff as staff will be involved in teaching.

We are hoping that this will provide Parents with a little more time to pass information onto staff if the need arises without compromising safety on site and ensure children are ready to start their learning on time.