



Coppice Valley Primary School  
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Thursday 23<sup>rd</sup> November 2017

Before School Routine

Dear Parents/Carers

As the weather becomes a little less clement, we have decided to trial sending the children straight into school rather than lining up on the playground, starting on Monday 27<sup>th</sup> November.

Staff members will be in classrooms from 8:45am and will open the external door for the children to enter from this time. The children must not enter if there is no staff member in the classroom.

The school day will start as usual from 8:55am, children who arrive between 8:45 and 8:55 will be registered and put on task; reading, homework, etc.

Doors to classrooms will be closed at 9:00. Children arriving after 8:55 should enter school via the front door as usual.

There will be no staff member on duty on the playground before school.

We hope you will provide us with feedback on this trial in the near future.

Yours sincerely

Mr J Drake  
Headteacher