



COWLEY HILL

learning for tomorrow every day

Wednesday 3rd October 2018

Dear Parent / Carers,

Access arrangements for Reception Ash and Elm

Due to recent events in our Reception classes, which involved parents entering and remaining in the classrooms during learning time, we have reviewed the way that your child enters and exits the classroom at the beginning and end of the day.

Currently, your child uses the main reception door at both ends of the day. From Monday next week we will be changing this as follows;

Morning - Children will be handed over to the teachers at the green gate. Parents / carers will not be allowed to enter with their children. If you wish to speak to a teacher please leave a message on the gate or contact the office.

Afternoon - children will be handed over to their parent / carer through the main reception door. Parent / carers will not be allowed to enter the reception classroom.

If you need to speak to a teacher please let the adult on the door know and they will arrange this. You will need to wait until all of the children have been released to their parent. We do appreciate that sometimes you may be in a rush however we ask that you be patient and understand that the safety of the children must remain our priority.

We thank you for your continued support.

Jon Hood
Headteacher