

20<sup>th</sup> November 2018

Dear parents and carers,

Thank you to so many of you who are ensuring your children are in school on time in the mornings. As a polite reminder,

- 08.40 - Gates open.
- 08.50 - Whistle for children to line up.
- 08.55 - Gates are closed for entrance to the school, you should come via the office to report your child is late and to ensure they do not miss the attendance mark and dinner register
- 09.00 gates are closed for exit from the school

We have noticed recently that a few parents have entered the school via the school dining room or doors near KS1 – parents are **not** permitted to do this and you will now find these doors are locked. Please do not ask members of staff to open doors for you as they are very busy working with the children.

With the exception of Nursery and Reception parents, we **do not expect any parents to be coming into the school building in the morning or after school** unless they are invited in by a member of staff.

**It is really important, for safeguarding reasons, that you respect this at all times.**

**Year 5 and 6:** We are currently trialling a different approach for the start of the day for our older children. As soon as they come in through the gates, we expect them to go straight into their classrooms and settle for the morning.

**Years 1 – 4:** Children are to line up when the whistle is blown.

**Reception and Nursery:** We do encourage our Nursery and Reception parents to come into the classrooms as this is good practice for our very young children. However, should you still be in the class after 9.00am, a member of staff will need to escort you out via the nursery playground as the main gates will be locked.

Kind regards

Zoe Hussain