



24th March 2016

Dear Parent / Carer

Changes to morning and afterschool arrangements

As a school we are implementing a number of key changes to the start and end of the day arrangements. The decision for making these changes has come about following safeguarding concerns raised by a number of parents, staff and it has also been discussed amongst the Governors. As you will know, we held a parent forum on 10/3/16 to give parents the opportunity to have input and to share their ideas for our plan of action. These ideas have been noted and incorporated into the new morning and after school arrangements when parents and carers are no longer allowed to walk through the main school building dropping their children off at their classrooms. **These changes will take effect on Tuesday 29th March 2016.** We would appreciate your support and understanding as we implement these new arrangements and acknowledge that there might be a few teething problems in the first few days until systems are established.

The changes are as follows:

Nursery and Reception

- There **are no changes** to the morning or after school arrangements for Nursery and Reception; parents are asked to walk their children and help settle them into class at the start of the day as normal where they will be met by their teachers and TAs. Parents are invited to stay until 8.55am. **Children can be dropped off from 8.45am onwards.**

Year 1

Mornings:

- Year 1 pupils will access their classrooms from the outside classroom doors that lead **directly** into the classroom **not** via the usual door next to the small hall. Parents are invited to stay until 8.55am. **Children can be dropped off into class from 8.45am onwards.**
- **The gate on Nicolas Road will be shut at 9.00am** indicating that registration is now closed. Any children arriving after this point will have to access school via the Main Reception to login and receive their late pass. A member of our office staff will then take them to their class.

After school:

- **Year 1 will now be collected from the Chill Zone** (outside the main school hall) instead of from the Year 1 classrooms – this change was made in response to a parent's idea to ease the situation for when parents had multiple pickups for children at different parts of the school.

Years 2, 3, 4, 5 and 6

Mornings:

- **Gates on Oswald Road will be opened from 8.30am however staff will not be on duty in the playground until 8.45am.**
- At **8.45am** a whistle will be blown on the main playground indicating that children in **Years 2, 3, 4, 5 and 6** should say goodbye to parents and walk independently towards their allocated places where they will line up with their teachers or TAs. (These are the current arrangements for the end of playtime and lunchtime so children will know what to do). After this, the pupils will enter



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the main building alone via 2 separate entrances leading towards their classrooms ready to start their learning activities.

- If any parents have any essential messages to pass on to staff, can I encourage these to be written down to pass to the class teacher or parents can continue to communicate with the main office where these messages will be passed onto the relevant staff. As you know, the mornings are a hectic time to pass messages on so we would appreciate your support with this.
- Any children arriving after the whistle has been blown and classes have gone in, will be encouraged into school by staff on duty on the doors.
- **Gates on Oswald Road, the staff car park and school doors will be shut at 9.00am** indicating that registration is now closed. Any children arriving after this point will have to access school via the Main Reception at the front of school to login and receive their late pass.

After school:

- There will be **no changes** to the after school pick up arrangements in that parents will collect their children from the main playground (Y3-6) or Chill Zone (Y2) from 3.30pm when the children are escorted out by an adult.

Parents with multiple children across school in different year groups

- It will now not be possible to walk your children through school dropping them off at their different classrooms throughout the main school building.
- Can I advise parents to drop off any older children in Years 2, 3, 4, 5 or 6 **first** into the main playground and then walk around to the relevant entrances either Year 1 classroom or the Nursery and Reception classroom. **Gates on Oswald Road will be opened from 8.30am however staff will not be on duty in the playground until 8.45am.**

Opportunities for Parents / Carers to come into school

Although we ensure that there are many opportunities spread out across the year when parents and carers are given opportunities to come into school for a range of events; we would like to provide some more structured sessions each half term when you will be invited into the classroom. These sessions will be more informal and will be an opportunity for you to 'Stay and Share' in your child's learning and also an occasion when your child can talk through their amazing work that they are doing within class. We hope that through these additional, more regular sessions in class you'll be given the opportunity to have a greater insight into the work that is going on within school and how your child is engaged with their learning challenges.

Once again we will endeavour to ensure that all children and adults working within school remain safe and that safeguarding concerns are taken extremely seriously and acted upon in the best interests of the children. We appreciate that these are significant changes being implemented for the majority of the school but also acknowledge that they have been taken to ensure all children are safeguarded effectively.

Many thanks for your support with these new arrangements

Kind regards
Jon Beisly Deputy Headteacher



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