

20 December 2017

Dear Parents/Carers,

We would like to make some improvements to the start of the academy day from 9th January 2018.

- From the start of next term, the gates into the playground will be opened at 8.40am.
- Class teachers will be in the playground from 8.50am ready to greet and line up the children in their classes (in either the KS1 or KS2 playground). Class teachers will then start to escort the children to their classrooms.
- Support staff will continue to supervise at all entrance/exit doors and gates until 9am.
- Any pupils arriving after 9am should enter the school via the main reception and they will be marked as late.
- Children who attend Breakfast Club will still be able to access the building via the main reception as usual. Breakfast Club runs from 8am-8.50am. If you would like your child to attend Breakfast Club, please contact the admin office for further details.
- In the event of any bad weather, pupils will be allowed access into the academy (without lining up in the playground) from 8.50am. Members of staff will make sure that they are outside in the playground to communicate this to both parents and children.
- We would like to remind parents that their child should always be accompanied by an adult if they arrive at the academy before 8.50am.

These new guidelines and procedures will continue to ensure that your children are safe and there is a productive and purposeful start to the school day.

We thank you for your continued support.

Kind Regards,

*E Hanlon*

Mrs E Hanlon

Principal