

20th July 2023

Dear Parents/Carers,

As we are coming to the end of the academic year, we are looking forward to the new academic year. As you are aware, our school day is extending and will now be from 8.50am to 3.20pm. With this in mind, we are now thinking about drop off and collection arrangements for next academic year. Please note there are a few changes, which are important to note.

We have listened to feedback from parents and carers and have made the decision to change the way drop off works. Currently, we ask parents to supervise their children on the playground after the gates open and I am aware that this has been problematic for some parents. To support parents with this, we will no longer be asking children to line up with their class at 8.50am and wait for the teacher to take the class into school. Instead, the school pupil gate will open at 8.40am, the school doors will be open between 8.40am and will close at 8.50am. We ask that parents drop their child off at the school gate and the children will be directed and welcomed into school by the allocated adult supervising the doors. To aid transition for our younger children in Donaldson class parents will be able to accompany their child into the playground and drop off at their classroom door. Children will enter school using the entrances below:

Class	Enter school via	Staff member on the door
Attenborough (Reception/ Year 1)	Classroom door	Mrs Barnes
Hawking (Year 2/ Year 3) Luther- King (Year 5/ Year 6)	Entrance at double doors	Mrs Clarke
Ennis- Hill (Year 4/ Year 5)	Classroom door	Mrs Moses
Main pupil entrance gate staffed by Miss Horsfall/ Mrs Akroyd and Mrs Burgin		

We ask that parents drop off at the main pupil gate and that any messages are passed onto to the staff member on the gate, this will then be passed onto the teacher. The class register will be taken at 8.50pm so we ask that children are promptly dropped off and that parents then vacate the school site. The pupil entrance gate will close at 8.50am and any children that are late will need to be brought around to the school visitor entrance and enter school through the school office. If you need to speak to Mrs Broadbent in the school office, we ask that you gain entry to the school by using the visitor's gate.

As the whole school will now be finishing at 3.20pm, the school gate will open at 3.15pm and children will be dismissed from their allocated doors and will be matched one to one to the person collecting. To support with this, we ask that parents wait closer to the school doors, so that staff are able to match children safely. We ask that parents arrive and wait at their child's allocated door so that children can be dismissed promptly and safely and so that staff know that you are there.

We hope that these new arrangements will be supportive for parents but will also enable children to have a prompt and settled start to the school day.

Have a fantastic summer and we look forward to welcoming back our children and families on Tuesday 5<sup>th</sup> September.

Yours Sincerely  
Miss L Horsfall  
Principal

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