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5<sup>th</sup> September 2023

Dear Parent/Carer

We are very much looking forward to welcoming our Year 1–6 children back and our new Reception children who are joining the school on Wednesday 6<sup>th</sup> September.

The building works taking place on the Key Stage One playground are not yet complete and are likely to continue until October half-term. This will mean that drop-off and collection arrangements will continue as below. Please note these arrangements are slightly different to last year.

### **CHILDREN IN YEARS 1–6**

#### **Drop-Off (AM)**

Children in Years 1 to 6 should be dropped off on the Key Stage 2 playground. At 8.45 am a whistle will be blown and the children will line up to be brought in and walked through school to their classrooms. Teachers will be outside on the playground for the lining up. Year 1 children will line up nearest to the Year 3 and 4 cloakroom doors. Miss Stephenson and Mrs Patrick will blow a whistle and will then direct children where to line up.

Once the children have lined up, would you please move towards the playing field, away from the lines of children, so there is enough room for them on the playground – thank you.

#### **Collection (PM)**

At the end of the day, we will dismiss the children in Years 1 to 6 from the Key Stage 2 playground/playing field.

On the first three days, Year 1 and 2 children will come out at 3.10 pm in order to be dismissed before the older children come out onto the playground. We ask that parents wait at the end of the playground and signal to the class teachers in Years 1 and 2 when you see your child; this will help staff to get to know who is collecting each child. After the first three days, Year 1 and 2 children will come out at 3.20 pm as usual.

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### **NEW RECEPTION CHILDREN**

#### **Drop-Off (AM)**

Between Wednesday 6<sup>th</sup> and Friday 8<sup>th</sup> September, Reception children will be attending half-days (as detailed in a previous letter). The morning sessions are 9.15 am–11.15 am and the afternoon sessions are 1.00 pm–3.00 pm. Reception children should enter the school site on these three days from 9.05 am in the morning and from 12.50 pm in the afternoon via the gate on Tranby Lane closest to the corner

of Tranby Lane and Kemp Road (near the astroturf) and dropped off at their classroom via the Reception play area.

If possible, please avoid bringing prams/pushchairs, although we appreciate this is not always possible. On these three days, children should be picked up from the same place.

From Monday 11<sup>th</sup> September, the entry point will be the same, but the gates will open from 8.40 am.

**NB:** If you need to drop off a child in Reception and a sibling in another class, we recommend you drop off the older child in the Key Stage 2 playground and then make your way back to the Tranby Lane/Kemp Road entrance gate to drop off your child in Reception.

### **Collection (PM)**

At the end of the day, Reception children should be collected from the Reception playground at 3.10 pm. This is an earlier time than the rest of the school in order to give parents with older children the chance to pick up all children on time. This collection time will revert to 3.20 pm after the first few weeks.

Thank you for your continued support.

Yours sincerely



Hannah Stephenson  
Head Teacher