Thursday 13th September 2018

Dear Parents and Carers,

We are always looking for ways to improve our school and make it a safer environment for all who attend. Considering this, we have reviewed our start of day procedures for the children in Reception.

As from tomorrow, Friday 14th September, we would like you to enter the Reception playground and form an orderly line in the Reception playground at the side of the door where you child goes into school.

At 08:40am when the whistle is blown, the Reception staff (Mrs Manock, Miss Atherton, Ms Bardgett, Mrs Asif, Miss Wilkinson and Mrs Lamberg) will open the doors and escort your child straight into the classroom to ensure they are safely inside the building before you leave the school grounds.

**Should you have any older children in school, please ask them to wait in their lines and not go in the Reception area to avoid congestion.**

As you can appreciate, the start of the school day is exceptionally busy and the safety of our children is paramount. If you need to speak to the Reception staff, please can you do so at the end of the school day or make an appointment to see them at the school office.

Mrs Hughes or Mrs Turner will pass on any urgent messages you have for the Teachers allowing the teaching staff to focus on the care of the children.

You continued support is greatly appreciated.

Kind Regards

Miss Brooker

Princpal