

Friday 2 September 2023

Dear Parents and Carers,

START OF TERM - WELCOME BACK

We hope you all had a wonderful summer break and managed to spend time together as families and with friends.

We are excited to welcome children back from **Years 1- 6 from Wednesday 6 September 2023** (reception and nursery families please see separate timings previously sent by the EYFS Team).

Please see the following reminders about the start of term.

TIMING OF THE SCHOOL DAY

Start of Day:	Gates Open at 8:35 am	Gates close/lessons start 8:50 am	
End of Day:	Gates open for parents 3:15pm	Children dismissed from 3:20 pm	Gates Close 3:30pm

At 3:30pm children who are not collected will be escorted to the front office where they will be collected from here

BREAKFAST CLUB

Breakfast club will be open from 7:45am - 8:15am from Wednesday 6th September only for those who are currently registered. Please look out for further details regarding new registrations in the new academic year.

COLLECTION LIST

As you are aware part of our approach to ensure our end of day dismissal and collection procedures are as efficient and safe as possible requires us to have up to date information regarding the adults who will be collecting your child/children.

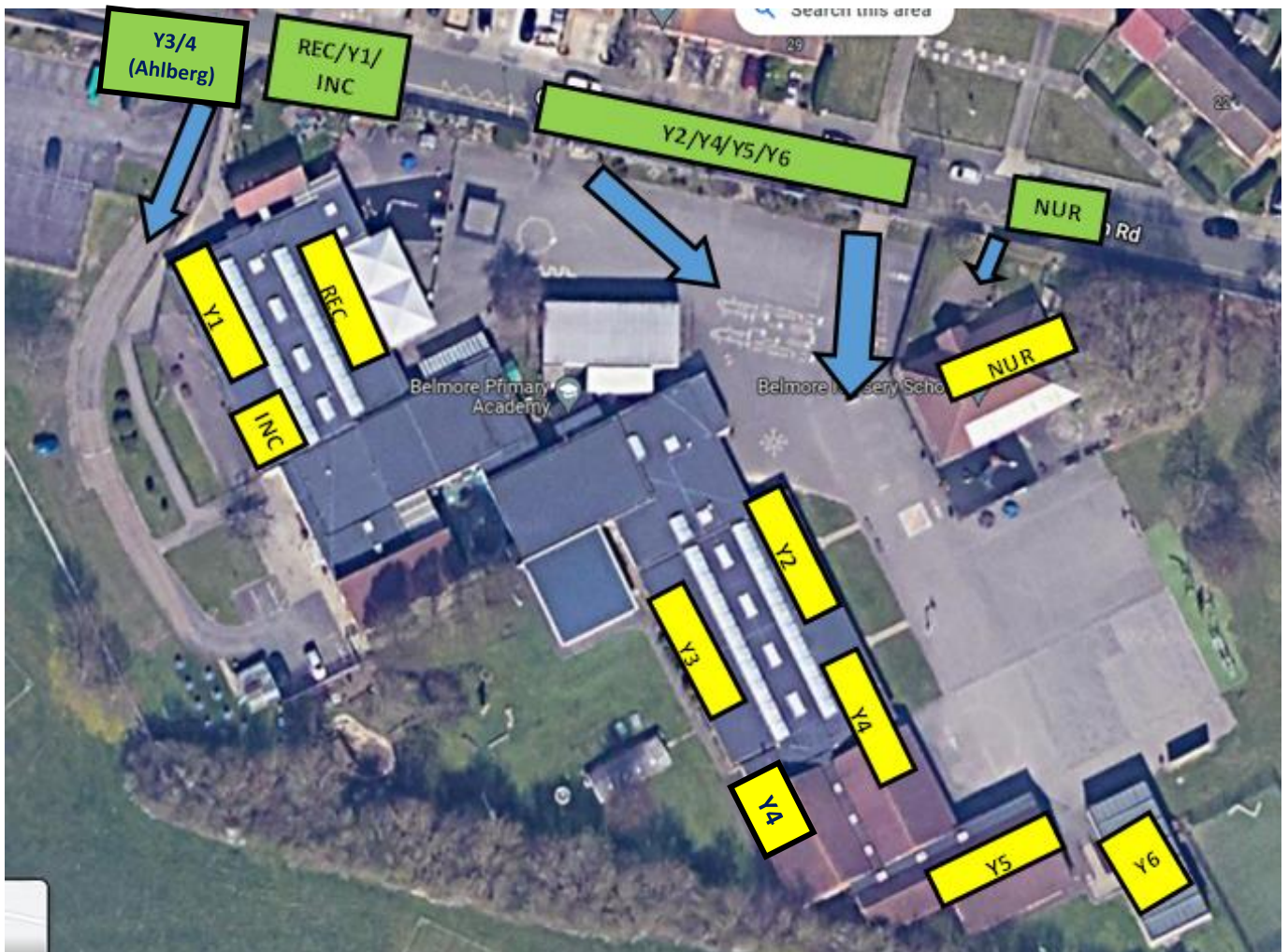
These lists will follow the children onto their next class and will be given to their new class teacher ready for September. Teachers will continue to dismiss to the adults currently on the list.

If you would like to update the collection list. Please ask in the office for a new form.

DROP OFF AND COLLECTION

On the meet the teacher day in July your child received an information sheet explaining who their new class teacher was and where their class location was. Please look out for the matching picture for your child's class to find their exact classroom. Below is a map of where each year group is located and the entrance and exit points for each YG.

PLEASE ENSURE THAT YOU DROP YOUR CHILD OFF AT THE APPROPRIATE LOCATIONS AND THAT THEY ARE NOT LEFT UNATTENDED.



Yours sincerely

Lawrence Hyatt
Head of School