



Headteacher  
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## **New Morning Routine – 8.50am start for Reception to Year 6.**

Dear Parents / Carers,

We are writing to inform you that we are making some changes to the start of day routines in school, in order to provide a more efficient start to the school day and to ensure the safeguarding of all children as they come into the building.

**Starting from Tuesday 28<sup>th</sup> November, all of the children from Year 1 to Year 6 will line up when the bell rings at 8.50am (please note that this is 5 minutes earlier for children in Years 1,2 and 3).** Children in Reception will also start at 8.50am, but will continue with the same system as they currently have in place and there are no changes to the Nursery routines. If the weather is particularly inclement, we will endeavour to open the doors a few minutes early, so children and parents do not have to stand waiting in such conditions.

At 8.50am, the class teachers from Years 1 - 6 will be outside on the playground to greet the children, show them where to line up and to ensure they are ready for the day ahead. Please could families move away from the door area as the bell rings, in order to give a clear space for the children to line up safely. The children are passed over to the responsibility of the class teacher as soon as they are in the line, so we ask that parents say a quick goodbye to the children and move away from the lines. This ensures that staff can clearly see their class and all of the children can move into school quickly for the start of the school day.

Teachers will close the doors as soon as the final class enters the building. Once the external door closes, children must enter via the main office entrance and parents will be required to sign their children in. This will ensure that both attendance and dinner registers are accurate. We would like to make you aware that anyone arriving after 8.55am will be marked as late for registration. It is important to note that the children go straight to learning activities when they go into the classroom and arriving even a few minutes late means that your child will miss some of the vital input at the start of the day. We will arrange meetings with parents of children with persistent late arrival, as frequent lateness does impact on children's confidence and achievement.

We are aware that parents occasionally have a short message which needs to be passed on to the class staff and this is an important part of the home school partnership. We would like to clarify that class teachers are not able to have discussions with parents at the start of the school day, as they are responsible for the safety of all of the class. In order to ensure that we are able to discuss any issues fully, please speak to the office who will be able to pass on any messages or arrange a suitable time for you to be able to speak to the class teacher or another member of staff. As part of our safeguarding procedures, parents will need to sign in through the office if they are coming in to school to see any members of staff and should not come in through any other doors in school. Staff will supervise doors at the beginning and end of the school day.

We look forward to seeing an improvement to our start of day routines and thank you for your support in ensuring that we have a smooth start to the day.

Yours sincerely

Mrs Helen Thompson