

Tuesday 6<sup>th</sup> February 2024

Dear Parent/Carer(s),

**School Gates – Beginning & end of school day**

Firstly, I would like to say thank you to all parents for your patience as we have managed the school gates in the absence of our Caretaker recently. I am pleased to share that Wayne is now back in school and is feeling much better.

Below you will see a few reminder/pieces of information regarding arrangements for the beginning and end of the school day.

**Beginning of the day:**

- The gates will open at 8.45am.
- Children should be in their classrooms before 9am.
- We will now resume opening the gate on the school car park so that there is a walkway around the outside of the school building for parents to use if needed.
- The classroom doors and pedestrian gate will close a minute or two before 9am in order that lessons can begin promptly. Any children arriving after this time, will need to sign in at the school office.
- If there are parents still on the playground/at classroom doors at 9am, they will need to walk around and exit via the car park gate which will then be closed by 9.05am.

**End of the day:**

- The pedestrian gate will be opened by 3.10pm
- As we have some children in Upper Key Stage Two that walk home independently, we have taken the decision not to open the car park gate at home time. This is to ensure we don't have children walking across the car park/down the drive when cars may be moving.
- All parents and children will need to leave via the pedestrian gate.
- The pedestrian gate will be closed by 3.25pm. Any children not collected at this point will wait in the school office.

Please contact the school office if you have any questions about this.

Kind Regards

Joanne Lennon  
Headteacher

