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3 February 2023

Changes to procedures for pupils arriving late

Dear parents and carers,

The start of the school day is 8.55am, however doors are open from 8.45 and close at 9.00 to allow a 15-minute window for pupils to come into school. There are a number of pupils who are arriving after 9.00am and having to come through the main office instead of going through their allocated doors. This can lead to a queue at the front office, when children are being signed in, parents are needing to speak to a member of the school office and visitors are arriving at school.

To alleviate the congestion at the front office during this busy time, from Monday 6th February we are changing the procedures to make it easier and quicker for the children who arrive at or after 9.00am to come into school.

From Monday, any child who arrives after 9.00am when doors have closed, regardless of year group, will enter school through the Year 3/4 door, at the rear of the building, where Mrs Guttridge will be waiting. Please note that if your child arrives late, a parent or carer will need to accompany them to the Year 3/4 door, to sign them in. This is to aide safeguarding and ensure all children are on a register.

The Year 3/4 door will then close at 9.15. In exceptional circumstances, any child arriving after this time, such as due to an arranged appointment, will come in through the main office. A parent or carer will again, need to sign their child in.

Any children being collected from school early for exceptional circumstances will also be required to be signed out by a parent or carer.

We hope this will not only combat queues at the office doors, but will also help with regards to health and safety.

Please remember that lateness has an impact on children's overall attendance and when late, children miss out on valuable learning and pastoral time.

Thanking you for your continued support.

Mrs Gilbert
Interim Head Teacher