



Head Teacher: **Helen Taylor B.Ed Hons**

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Dear Parents/Carers,

I would like to take the opportunity to thank you for your punctuality on arriving at school on time since September. On the small number of occasions of lateness, there has been some confusion over when classroom doors are locked and a trip through the main entrance is required. Our opening times are as follows (*there has been an adjustment to Nursery opening times as explained below*):

**For Acorns (Nursery):**

8.25 – Gates open

8.30 – Nursery door opens

8.50 – Nursery is locked and registers taken

**For Reception, Year 1 and Year 2 Classes:**

8.30 - Gates open

8.45 – Classroom doors open

8.50 - Classroom doors are locked and registers taken

If you arrive after 8.50, please report to school reception where your child can be signed in, lunch arrangements made and your child taken through to their classroom. Any child arriving after 8.50am will be marked on the register as 'late'. Learning time in all classes begins at 8.50am and it is important that your child does not miss out on this.

We will strive to have a member of staff at the gate each morning to ensure you don't have a wasted journey down to a locked classroom.

Nursery previously allowed your child to arrive between 8.30 and 9.00. We have adjusted this time to 8.30 – **8.50am**, still giving adequate flexibility for dropping off siblings but also allowing the nursery children to settle more quickly and get started on their busy day!

Many thanks for your co-operation,

Helen Taylor

Head Teacher