



Dear Parents

11<sup>th</sup> July 2019

Re: Change of morning routine

As a school of more than 400 pupils we are continually looking at ways to ensure the safety and efficiency of our routines and procedures. For a number of weeks, I have been evaluating the morning routine of assembling on the playground and subsequently attempting to get 270 KS2 pupils into school ready to start the school day at 8:50am.

Following my observations, I would like to trial a new morning routine from Monday 15<sup>th</sup> July; starting this new routine in July, rather than September, will allow us to evaluate and make any modifications before we begin the new academic year.

**From Monday 15<sup>th</sup> July the school doors will be open from 8:40am-8:50am - we would like children to come straight into school without assembling on the playground. This will, almost, replicate the 'wet morning' routine we currently operate (please note the changes to Years 1 and 2).**

From 8:40am support staff will be stationed at the following doors to welcome children into school:

- **Reception** – routine will be unchanged.
- **Year 1** – all Year 1 children to come into school **via Mrs Johnson's door**
- **Year 2** – all Year 2 children to come into school **via Mrs Crabtree's door**
- **Year 3, 4, 5 and 6** – all children to come into school through the double doors near the annex.

Class teachers will be in classrooms, ready to welcome children and begin the school day. Additional staff will be strategically placed in corridors etc. to ensure children enter school safely and sensibly.

Senior staff will be available at the school gates and in the playground to pass on any messages to class teachers. Teachers will continue to be available for a brief conversation in the playground at the end of the school day. For a longer discussion a pre-arranged meeting is always preferable; please arrange this by calling in or telephoning the school office.

I recognise that most people find change quite challenging. I would like to assure you that the decision I have made to modify the arrangements to the start of the school day has been made in the best interests of the children. My aim is to provide a happy, calm start to everyone's day.

Should you wish to discuss the new morning routine please speak to me on the school gate or call into the office to arrange a meeting or telephone conversation.

Best wishes

Ashleigh Dunn  
Headteacher

