



St Mary's RC Primary School

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Head Teacher: Mr J Wheatley
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Tuesday 3rd July 2018

NEW ARRANGEMENTS FOR THE START/END OF THE SCHOOL DAY

Dear Parent/Carer,

I am writing to inform you of proposed changes that we will be making regarding the start of the school day from September 2018. The rationale for changing our school routines is as follows:

- To ensure the safety of all pupils entering/leaving school.
- To maximise learning time.
- To tighten up morning registration, and allow school to accurately monitor punctuality.
- To ease congestion in Key Stage cloakroom areas at the start of the school day.
- To promote smarter parking and active travel.

Changes to the Start of the School Day

From Tuesday 4th September the following proposed arrangements will be in place for all pupils:

- School gates and doors to be opened at 8:40am. Parents/Carers to bring pupils in to the school yard from this time; pupils to go straight in to school via the relevant Key Stage entrance.
- Pupils will no longer line up in their classes, but **must still remain under adult supervision until they reach the school yard** unless they are in Y5/6 and have the permission of their parents to travel part of the journey themselves. Small Saints OSC breakfast club provision will operate as normal.
- Pupils will go straight to class and complete independent learning tasks until registration at 8:55am under the supervision of their class teacher.
- A bell will ring at 8:55am for registration. Pupils must be in class by 8:55am as doors will close at this time. Any child arriving after this time will have to enter school via the Main Entrance and will be classed as 'late'. Pupils entering via the Main Entrance must sign in via the school electronic Inventory system.
- Gates will be locked at 9:15am (*gates may remain open for certain community events such as Class Liturgies and Mass*).



- At the end of the school day, class teachers will continue to line up children in Reception – Year 2, before handover to their designated adult; pupils in KS2 will come out of school to find their designated adult under the supervision of their class teacher.

Exception for Reception and Year 5

Pupils in Y5 and Reception Class will still line up on the yellow line for the first half term of the new school year; their class teachers will be outside to collect and supervise the children from 8:50am.

Car Park

Over the Summer, the parish car park will be marked with bays, pedestrian access and a no park zone. This will limit the numbers of cars able to use the car park before and after school. As such, in consultation with the Diocese and Parish Priest, a decision has been made to stop cars entering/leaving the car park between the following times:

- 8:45am – 9:10am
- 3:05pm – 3:30pm

Cars wishing to use the car park will need to be in situ before/ will only be able to leave after these arranged times.

Mr Dixon, Site Manager, will be on duty to open and close the car park at these pre-arranged times; I would ask that you plan ahead in light of these new arrangements so as to avoid any disruption for residents on Dockendale Lane, and be respectful of the duty that Mr Dixon has been asked to undertake – which is primarily to ensure the safety of children walking to/from school.

Trial

We will be trialing these new arrangements from Friday 13/7/18 to Friday 20/7/18. I will write again before the end of Term to confirm arrangements for September, ensuring that all timings are accurate in preparation for the start of the new school year. **I would ask that the contents of this letter be shared with all adults** given responsibility over drop-offs/pick-ups, so as to avoid any unnecessary confusion over this matter.

Thank you in anticipation for your support with this matter. I assure you that significant time has been taken by school leaders to consider all potential outcomes from these changes; we will continually evaluate in the new year, and seek feedback from parents/carers with regards to the new arrangements.

Kind Regards,



Mr J Wheatley
Headteacher