



# The Federation of St Elphege's Catholic Schools

Mollison Drive, Wallington, SM6 9HY | Tel: 020 8669 6306 | [www.stelphesrcschools.org.uk](http://www.stelphesrcschools.org.uk)

**Executive Head Teacher:** Mr Martin Jones

**Head Teacher:** Mr Laurence Hawkes

**Deputy Head Teachers:** Mrs R Duffy & Mrs N Hawkes

Wednesday, 11 September 2024

## Reception dropping off arrangements - September 2024

Dear Parents and Carers,

We hope your children have enjoyed their settling in days this week. We are so pleased with how well they have joined our school, with confidence and independence. No doubt, it has been a tiring week for them but we are very proud of them all.

**From tomorrow** (Thursday 12<sup>th</sup> September) the gates will open **at 8.20am** and the school day begins at 8.30am. You will walk your child/children down the playground to their teachers and say goodbye at that point. The teachers will bring the children into the classroom.

**From Monday 16<sup>th</sup> September**, you will drop your child at the second gate. Your child/children will then walk down to their teachers who will be waiting on the playground.

As always, we have our Senior Leadership Team and other staff on the gates and the playground to support your child with coming into school. This new routine will help develop your child's independence.

Please note that the gates close at 8.40am, if you are running late and arrive after this time, you will need to enter the school via the main school office.

Best wishes

Mrs R Duffy

Deputy Head Teacher