

**S t Thomas More RC Primary School /**  
**Early Years Foundation Stage**  
**Reception Class**



16<sup>th</sup> September 2019

Dear Parents,

'Lining up' routine

Thank you for your patience and understanding as we have settled the children into school, particularly at the beginning of the school day. As you will appreciate, starting school for all children is a big transition; new environment, new teachers and friends and the children have found it beneficial to be settled in briefly by their parent/carer.

As we mentioned in our letter last week, we would like to explain our 'lining up' routine that will begin in the mornings from next Monday 23<sup>rd</sup> September 2019.

At 8:40am, a member of the Reception team will ring the bell and the children are to line up in two lines, girls and boys, ready to walk into the school building independently, where they will hang up their own belongings on their pegs.

Parents/carers are to stay with their child in the playground until they have safely entered the building.

We ask that the Reception door area remains clear so that the children can walk into school safely. If you do need to speak to a member of the team in the morning, we will be available from 8:30am in our outdoor area, otherwise we do ask for you to wait until all children are safely in the school building.

**Polite reminder:** Outdoor equipment and resources are not to be used/accessed before or after school. Thank you.

End of the school day

As we mentioned in our letter last week, we do release all children (unless they are attending the Annex 'Before and After School Club') from our Reception door. We do ask that you state the name of your child to the Reception team member when collecting your child; this is in line with school procedures and is purely for the safety of all of our children.

(PTO)

We also ask that our Reception doorway remains clear as we release the children so that we can ensure that all children leave school safely. As you will appreciate, releasing up to 45 children can take some time, so we thank you for your continued patience and understanding. Thank you for your co-operation in this matter.

Dates for your diaries:

- EYFS (Nursery & Reception) Information Evening - You are invited to attend our information evening on Wednesday 25<sup>th</sup> September 2019 @ 6:30pm in the school hall. An opportunity to find our further information about the EYFS, day-to-day life in Reception and more.
- McMillan Coffee Morning in the school hall - Friday 27<sup>th</sup> September 2019 (am)
- School Open Day - Thursday 3<sup>rd</sup> October 2019 - 9am-10am/2pm-3pm.
- School photographs - Tuesday 15<sup>th</sup> October 2019.
- Settling in Parent's Meetings - Wednesday 16<sup>th</sup> & Thursday 17<sup>th</sup> October 2019 3:30pm - 5.30pm. We will write to you with further information over the coming weeks.

Many thanks again for your continued support. If you have any questions or queries, please speak to a member of staff.

The Reception team