



Thursday 26th March 2026

Dear Parents/Carers,

I am writing to inform you of some small changes to the way some of our Primary year groups will come into school in the mornings, with effect from Monday 13th April 2026.

Children in Reception to Year 4 will come into school through the double green gates between Nursery and the cabins. These gates will be supervised by school staff and parents can speak to staff and pass on messages as they do now.

Class teachers and teaching assistants will be on the playground beyond the green gates and will supervise children on the playground until a whistle is blown and children line up before moving into school for 8:45am.

To ensure the safety and flow of the morning routine, **parents will not be able to enter the playground past the green gates.**

Nursery children will enter school via the school library entrance (just to the left of the Nursery entrance) at 8:40am where they will be met by Nursery staff and will share stories together.

Gates will be opened at 8:35am and closed at 8:45am. Any children arriving after 8:45am will enter via the late gate as they currently do.

There are no changes to the morning routine for year 5 and 6 and collection arrangements at the end of the day for all year groups remains as it is now.

These changes are being put into place to reduce the amount of time it takes to get children settled into their learning in the morning and also ensure an adequate level of supervision for all children once they are dropped off at school into our care.

Thank you in advance for your continued support.

Yours faithfully,

T.Cooper

Mr T Cooper

Assistant Headteacher