



Shottermill Junior School

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Thursday 18th December 2014

Dear Parents and Guardians,

Next term we will be making a very small adjustment to the way in which children enter the building in the mornings, which we hope will maximise children's learning time with us. Currently, children are dropped off by their parents and then wait up on our top playground until Mrs Cooper and Mrs Hall send them in to hang up their belongings and make their way to their classrooms.

From January, instead of asking children to wait on the top playground, we will now be welcoming children straight into the building, via the doors around the back of the building. Mr Fosberry will open the gate on the bottom playground each morning **at 8:35am**. Parents should continue to drop their children off at the playground gate or on the bottom playground, as per the existing arrangements. Mrs Cooper, Mrs Hall and I will supervise them coming into school and Mr Fosberry will then lock the bottom gate at **9am**.

If at any time your child is late to school, an adult **must** sign them in at Reception. Please note that arrivals after 9am will be marked as late in the register.

Parents should be aware that we are not making any changes to the published start time of our school day and **children are expected to arrive by 8:50am every day**. These slight adjustments are simply planned to ensure better supervision of our children in the morning, ease congestion along our corridors and facilitate a more prompt start to learning in the morning. Parents need not make any changes to their normal morning routine of dropping off children at our site or the Infant School site.

We hope you find this information helpful and we look forward to seeing the positive impact of these adjustments from January onwards.

Yours sincerely,

Mrs K. Barnes

Headteacher