

**Princess Frederica**

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**CE VA Primary School**

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24.11.15

Dear Parents and Carers

I am pleased to inform you that our Foundation Stage Children have settled well in school and are now ready to start lining up at the beginning of the school day.

The following routine will begin from Monday, 30<sup>th</sup> November 2015.

### **Nursery and Reception**

The first bell will go at 8.50am and children will prepare to line up for when the second bell goes at 8.55am. When children line up at 8:55 we request that parents move away to the back wall of the playground when the second bell goes and children start lining up.

As I am sure you are aware, we are very constrained for space in the playground when we have all 90 pupils, parents/carers, and staff in the area during drop off. Our primary goal is to keep the children safe and to keep the start of their school day calm and happy. It is important they line up in preparation for the routine they will encounter in the main playground in September.

### **The lining up system**

The lines are oriented so each class is easily reached from the entrance gate, rather than parents/children having to weave through the class lines when they used to face the school. This also means you should be able to immediately locate your child's class when you enter the school and take them to their line easily.

When the first bell rings at 8:50am, this is your child's cue to line up. At this point parents/carers may either leave the playground or, if there is something to say to the class teacher, this is the opportunity as the teacher will be at the head of the line. By the second bell at 8:55am all parents/carers should either have left the playground or do so at this point. This then allows each class to walk into their classrooms safely without obstruction.

### **If you are late**

We understand that getting to school on time can sometimes be challenging with a young child. If you arrive and can see the children are already filing into school, please wait at the bottom of the steps until they have gone to their classroom and then take your child to the classroom door. Please do not cut across any children who are already lined up as this can be unsettling for them. This also applies if you have forgotten to give something to your child - there will normally be a member of staff (Miss Murphy or Mrs Bramble) at the bottom of the steps too and you can give anything to them to pass onto your child.

### **Leaving the playground**

To help keep access easy for parents and children who might be late, we ask that if you are on foot, you exit the playground keeping to the right side of the steps and gate as you leave ie the College Road side. This then leaves a section of the steps clear for those coming in. The ramp area is obviously for use for those leaving and arriving with buggies and this will have to continue being for shared use at all times. Likewise if you are late, please enter using the right side from the street corner ie the Purves Road side so you are utilising the space which is hopefully less congested. We are hopeful that you can help each other remember this approach as you leave the playground.

Thank you for your continued support in ensuring the children are safe and happy as they start their school day.

End of the school day remains unchanged and you may collect your child at the classroom door at the usual times. All other routines for the Nursery also remain unchanged.

