

Thursday 13<sup>th</sup> October

### **Changes to drop off arrangements for children in Reception**

Dear Parents and Carers,

The children in Reception have settled in to their life at school really well and we're pleased to see how quickly they have understood and follow our routines.

From Monday 17<sup>th</sup> October, to promote independence and encourage a faster start to the day please say a prompt goodbye to your child and let them walk quickly through the Reception gate. We operate a 'kiss and go' approach in other areas of the school and will start this from Monday for Reception children too.

An adult will be available on the gate to ensure the children enter the classroom and if any parent or carer has an urgent message, please stand to the side of the gate, after releasing your child and wait until a teacher is able to speak to you. If you are returning school letters, please hand these straight to a teacher. as we are unable to check all bags each day.

We remind you that children can begin to be dropped off from 8.40am, with the gates opening shortly before then and lessons start at 8.45am. It's important that all adults have left the site before 8.45am so that the school staff can attend to the children.

The Reception team will prepare the children for this change, and we would be grateful if you talked to your child about this too.

Yours Faithfully

Mrs Brown and Miss Ellway.  
Reception Teachers