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Head of Academy: Mr A Yeomans

**\*IMPORTANT CHANGES TO THE WAY THE CHILDREN COME INTO SCHOOL AND LEAVE AT THE END OF THE DAY\***

Dear Parent/ Carer,

As I am sure you will have noticed, at the start and the end of the day, when the children arrive and leave, there is a lot of congestion at entrance 1 and 2. In order to address this we are changing the entry and exit points for some of the children. These will begin from Monday 12<sup>th</sup> September.

The new arrangements are as follows;

- Children in **Foundation Stage** will continue to enter and leave from the same place. (From the Foundation unit)
- **Year 1** will enter and leave from entrance 1 as they currently do.
- **Year 2** will enter and leave from entrance 2.
- **Year 3, year 4 and year 6** will leave from the Bailey Suite entrance.
- **Year 5** will leave from the door adjoined to their classroom at the far end of the playground.

**Please be aware that school policy states that children in Key Stage 2 (year 3, 4, 5 and 6) can leave school without an adult to pick them up. It is your responsibility to ensure that if you do not wish for your child to leave school without an authorised adult then you need to notify the office.**

Furthermore, although adults have been allowed to accompany children to the classroom in the first week, please note that this will stop from next week.

As always we appreciate your continued support as we strive to grow as an Academy ensuring the highest outcomes from the children.

Yours sincerely,

Mr Yeomans

Head of Academy