



## BROADLEA PRIMARY SCHOOL

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26<sup>th</sup> May 2017

Dear Parents/Carers,

### Important change to the start of the school day

From Monday 5<sup>th</sup> June, we are trialling a new start to the school day. There are a number of reasons for this change.

Firstly, we recognise the importance of developing confident learners who want to come to school. We want our teachers to be in the classroom every day welcoming each child individually and ensuring they are settled and ready to start learning.

Secondly, our directed **teaching time starts at 8.45**. Children should be at their tables or on the carpet ready to begin lessons at this time. However, the logistics of getting 120 children through one door and through the cloakrooms means we are not starting our teaching on time. We also have a number of children arriving in school at 8.45 or just after, when lesson should have already started.

As part of safeguarding, we must ensure the registers are correctly taken. The issue of children arriving late but not signing in through the office late book have been identified by the Education Welfare Service as something we must address.

We are therefore making the following changes:

- Gates will open at 8.30 as normal.
- Classroom doors will be open at 8.30. Children can arrive in school any time between 8.30 and 8.45 but are to go straight in to their own classroom where they will be met and supervised by their teacher. Children will be provided with early morning starter activities or quiet reading to get them engaged and settled.
  - Year 5/6 to use own classroom doors – both double doors onto the playground will remain locked until 8.55
  - Year 4 to use conservatory corridor as usual – teachers will be in their classrooms, a Teaching Assistant will be on the door and will take any messages you need to pass on
  - Year 3 to use hall door as usual – teachers will be in their classrooms, a Teaching Assistant will be on the door and will take any messages you need to pass on
  - Year 1/2 to use own classroom doors – double doors onto the Ks1/Main block link will remain locked until 8.55



- Reception to use shared door as usual
- SCIP to use SCIP entrance as usual

Classroom doors **will shut promptly at 8.45**. No child to be allowed into their classroom at this point but will be directed to the main office where they must be signed in to the late register. This is a safeguarding requirement.

The end of the day will remain the same except for one small adjustment to the barrier timings. The barrier protecting pedestrians arriving and leaving the school at the main red gates will be lowered and locked at **2.35, 10 minutes before the end of the school day**. If you have a permit to park on the schools site, please ensure that you have arrived by this time.

We will trial the new arrangements during Summer 2 term and make any necessary changes in time for September 2017. Please do not hesitate to talk to us if you have any concerns.

Yours faithfully,



Sharon Freeley  
Head Teacher

