

20 September 2017

Dear parent/carer,

Thank you for your co-operation over the past few days and working with us to make the end of school hand over a lot more organised and controlled. Our priority is your children's safety and giving staff the conditions to ensure that they knowingly handing your child over to you at the end of the day. Please ensure that you have informed the member of staff in advance if you need someone else to collect your child in an extraordinary situation. Please be aware that staff will not hand children over unless they have been informed by the parent of the child in such instances.

Whilst I am aware that some parents are concerned about the congestion at the entrance gate before we open at 3.15pm, I would ask that you time your arrivals for 3.15pm to avoid a big build-up of people outside the gates. As a school our primary concern is the welfare of our pupils within our school. We thank you in advance for your continued co-operation.

School Closures due to Staff Training

As you are aware the school is currently undergoing a rapid period of improvement. To aid this process we will be closing the school to students on the following days, to provide intense staff training in the delivery of English and Maths:

School will be closed to all children on:

3rd October 2017

16th October 2017

19-22nd December 2017 (4 consecutive days)

Therefore, the last day at school for children before the Christmas break will be Monday 18th December 2017.

Parents Evening

Our first parents evening will be held on the **4th October 2017, from 4pm until 6.30pm**. It is our intention to speak with all parents regarding your child's progress. We would ask that you prioritise this evening so that you and your child's teacher can strengthen the working relationship you have in ensuring the best possible education for your child.

Inclement weather and coats

Finally, please can you ensure that your child has a warm and waterproof, hooded coat with them every day. The British weather is very unpredictable and we would like children to be able to enjoy their play times, keeping as warm and dry as possible. We will obviously still take a common sense approach to wet play times as always.

I look forward to seeing you all at parents evening. A letter and appointment slip will be issued to you shortly.

Yours sincerely,

Mr Robin Grover

Headteacher