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## CHANGES TO THE SCHOOL DAY | September 2024

Dear Parents/Carers,

I am writing to you to share an important update regarding school hours and child arrival time ahead of the new academic year.

In line with the latest Department for Education (DfE) guidelines, we will be extending the school day by 5 minutes each day as we currently do not meet the minimum requirement. This small adjustment will help us ensure that we are providing the best possible educational experience for our students while also meeting the required school hours. We also hope that the changes will be welcomed by parents as we know that the mornings are busy for many of you as you rush off to get to work.

To support this change and make the start of the day run as smoothly as possible, we will be implementing a new routine.

### From September:

- The school **gates will open at 8:40 am**, and children will be able to go straight into their classrooms.
- There will be a member of staff on duty at both school gates, so you will not need to stay with your children on the playground. They will go straight into school.
- The **register will be taken at 8:50 am**, and children should be in their classrooms by then.
- The **gates will close at 8:50 am**.
- **Any children who are later than 8.50 am will need to be brought to the main school office and signed in by their parents/carers.**
- We will require a reason for the lateness, as the DfE now requires us to keep a record of how many minutes late children are after the official start time of 8:50 am.

Please note that **the school day will still end at the same time as before, which is 3:20 pm**.

Teachers will be available at the end of the day for you to talk to but will not be available in the mornings as they will be in class. Early morning learning tasks will begin at 8:40 am in the classrooms for children. This is an ideal time for teachers to support reading, times tables practice and give out fluency tasks, so please do aim to arrive at 8.40 am!

We understand that these changes may take some time to get used to, but we are confident that they will ultimately benefit our students and support our efforts to provide the best possible education. If you have any questions or concerns, please do not hesitate to contact me or the school office.

Thank you for your continued support and cooperation.

Yours faithfully,

*RChadbourne*

Rachel Chadbourne  
Headteacher

Inspiring children to love learning and live in the light of Christ

