



Learning and Caring Together,
“...they will flourish in the courts of our God.” (Psalm 92:13)

6th September 2023

TWEAKS TO ARRIVAL ROUTINES

Dear Parents / Carers,

Thank you for your patience this morning with the new arrival routines. We acknowledge that there are some areas that need addressing but on the whole all children were happy and confident in saying goodbye to their parents/carers and have settled well into their new classes, including our new to Nursery and Reception children.

From tomorrow (Thursday 07.09.23) we are making changes to the **arrival routines** as outlined below (shown as green text).

Nursery

- **Nursery** parents and children will wait in the designated area on the EYFS playground, behind the nursery (Butterflies)
- On the bell, staff will supervise children on entering the classroom
- **At this point in the year, parents can accompany their child into the classroom or choose to send their children into school on their own via the nursery steps. (Most children will be settled enough to come into school on their own by next week)**

Reception

- **Reception** parents and children will wait in the designated area **through the arch by the office**
- On the bell, staff will supervise children on entering the classrooms **through the main school door**
- **Parents with children who are new to St Edward's can accompany their child into the classroom or choose to send their children into school on their own. (Most children will be settled enough to come into school on their own by next week)**

Year One (Robins and Frogs)

- No change to arrival routine
- Parents and children will wait in the designated areas on the Early Years Foundation Stage (EYFS) playground.
- On the bell, staff will supervise children from the EYFS yard to their classrooms and parents will leave via the EYFS gate

Year Two (Frogs and Bats)

- Parents and children will wait in the designated area on the **Key Stage One playground**
- On the bell, staff will supervise children from the yard to their classrooms and parents will leave via the KS1 gate
- **Year 2 children will enter via the Brambles door, through the hall and on to their classrooms**

- Parents of Year 2, 3 and 4 children may enter via the ramp nearest the Key Stage 1 playground and do not need to follow the one-way route onto the premises

Key Stage Two

- Parents and children will wait in designated areas on the front playground (Spiders, Squirrels, Foxes)
- On the bell, staff will supervise children on entering the classrooms and parents will leave via the playground gate
- Foxes will enter via the steps and Squirrels and Spiders will enter via their external classroom doors.
- Parents of Year 2, 3 and 4 children may enter via the ramp nearest the Key Stage 1 playground and do not need to follow the one-way route onto the premises

General Arrival and Registration Information

- Gates to our playgrounds will open at 8.35am
- The morning bell will ring at 8.40am and doors will open at this time too
- **Doors and gates will close at 8.45am, for official registration**
- Any child arriving after 8.45am will need to enter via the main entrance and will be marked as late on registers
- Pushchairs can not be accommodated in school due to health & safety restrictions (they can be parked on the playgrounds or at the main entrance at your discretion and own risk, but babies/toddlers must not be left unsupervised in them at any point)
- Parents with siblings can decide which playground to wait on to suit the needs of their children
- Older siblings should not enter school through EYFS classrooms
- Children arriving **after the bell** at 8.40 am can be dropped off at the allocated playground gate to enter their classroom, including the Nursery children once settled (in line with last year's procedures)
- If you need to speak to staff in the office, please be patient and wait whilst Reception children are entering school safely

Please note: all children must wait beside parents/carers at all times and must not access play equipment. Staff will politely remind parents/carers of this expectation if needed.

EYFS playground ground works

At some point this year, the EYFS playground will be recovered and it is hoped that the slope and steps on the path into school can be combined into a wider slope to allow for ease of movement. We will inform you of these works nearer the time.

We fully expect that there may be some confusion as everybody gets used to the new routines but please be assured that there will be staff available to support you with arrival and dismissal. Once again, thank you in advance for your support as we ensure that our provision is compliant with government expectations.

Semrahi

Mrs S. Machin
Principal

