



## Folksworth C of E (C) Primary School

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Headteacher: Michelle Norbury

6<sup>th</sup> September 2018

### **Changes to Morning Procedures**

Dear Parent/Carer,

Please be advised that from Monday 10<sup>th</sup> September the procedure for dropping your child off in school will be changed slightly. Children may arrive at school from 8:45am where teachers will be opening doors to the classrooms. We would like your child to come straight into school through their classroom door instead of waiting for a whistle to blow. The doors will be open until 8:55am when the register closes. At this point the gates to the playground will be locked and your child will need to come in through the office entrance and will be marked as late.

We have taken the decision to make these changes as we hope it will reduce the amount of waiting around that is currently happening on the playground in the mornings and create a steadier flow of people coming in and out of the gates. All of the teachers will be available at the classroom doors so that you can pass on any short messages if necessary.

As there is not a door directly to Oak Class pupils will continue to come in through the back door where Mrs Daynes will be there to greet you.

Thank you for your continued support.

Yours sincerely,

Miss M Norbury  
Headteacher

We are committed to providing high quality education in a Christian context, in which our children can flourish and develop as well-rounded individuals.