



SUTTON ST JAMES C.P. SCHOOL
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Headteacher: Miss Claire Willows



10th February 2017

Dear Parent / Carer,

New System for the Start of the School Day

Staff in our school are constantly thinking about how to make your child's learning experience even better than it is already.

We have decided to make some changes to the start of the school day to make it a calmer and quieter experience for all of the children. Currently all of the children congregate on the playground and wait for the bell to ring at which point the children line up and all come in together. This means that there are lots of children in the cloakrooms at once all trying to hang up their coats and bags and this can be quite cramped and noisy.

From the first day back after the holiday the new system will be as follows:

- All teachers will be in their classrooms from 8.50am.
- At 8.50am the wooden gate will be opened for children to enter the playground. No member of staff will remain at this gate or on the playground. Children remain parent's responsibility until they have walked across the playground and into school through the red gate. Parents are welcome to walk across the playground and to the red gate with their child as soon as the gate is opened (at 8.50am). Please ensure that your child does not go on the trim trail before school.
- A member of staff will be at the red gate to ensure that once children have come into school, they do not leave again. Parents should leave their child at the red gate to come into school on their own. If parents wish to see teachers this needs to be done before 8.50am and parents should enter school through the main entrance.
- Children will come into school and go straight to their cloakroom, hang up their bag and coat and then go into their classroom where their teacher will be waiting.
- Teachers will have activities ready for the children to get on with each morning.
- The red gate will be closed at 8.55am (registration time), followed by the wooden gate. No bell will be rung in the mornings anymore.
- If the gates are closed children will need to enter the school via the main entrance where they will need to be signed in as they have arrived late.

It is hoped that by starting to use this new system, the children will be entering school over a period of time; hence there will be less congestion in the cloakrooms. This should make the start to the day much calmer and less noisy. There will be more opportunity for the teachers to welcome the children personally and for the children to settle ready for their day of learning ahead.

Children were informed of this new system this morning in assembly so they are all aware of what is expected of them after half term in the mornings.

Afternoon systems will remain the same.

Thank you in anticipation of your support and co-operation for this new system.

Yours sincerely

Miss C Willows
Headteacher