



Kentidge Way, Waterlooville,
Hampshire, PO7 3BE
Headteacher: Mr Ricky Leigh, BSc. (Hons), NPQH

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12th September 2019

Dear Parents and Carers

School routines

I am writing to inform you of some reminders and some changes to school routines which have become necessary given the growing size of the school. Our reasons for these changes are primarily to help to keep our pupils safe and are detailed below for your information.

Gate opening times

Morning arrival

School gates, giving access to the playgrounds, will be unlocked from 08:30 a.m. There is then 15 minutes time for pupils to arrive in their classrooms ready to start the school day. School gates will be locked again from 08:50 a.m.

Afternoon pick up

Gates are opened at approximately 3:25 p.m. in the afternoon ready for collection at home time. School gates will be locked again from 3:50 p.m.

Which door?

Entry doors will open from 08:30 a.m. and close just after 08:45 a.m. In order to keep pupils safe once they have entered the school building, children will use different doors depending on their class/year groups. A map is attached to this letter for reference.

Year	Class	Teacher/s	Door to use in the morning	Door to collect from at home time
R	Rabbits	Mrs Harding	Classroom door	Classroom door
	Badgers	Miss Broadbridge	Classroom door	Classroom door
1	Maple	Mrs Baker & Mrs Penfold	Classroom door	Classroom door
	Willow	Miss Fitzgerald	Classroom door	Classroom door
2	Birch	Miss Barnes	Classroom door	Classroom door
	Oak	Miss Annalls	Classroom door	Classroom door
3	Victory	Miss Jones	Classroom door	Classroom door
	Warrior	Mrs Randall	Classroom door	Classroom door
4	Endeavour	Mrs Keable-Hallitt	Door to cloakrooms by Endeavour or Peake	Door to cloakroom by Endeavour
	Invincible	Mr Davies		Door to cloakroom by Endeavour
5	Apollo	Mr Langmore	Door to cloakrooms by Endeavour or Peake	Door to cloakrooms by Peake
	Orion	Miss Sanderson		
6	Peake	Mrs Nelson		

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Keeping pupils safe – it's everyone's duty

I know that for some years whilst the school was still growing, it has been possible for parents and carers to enter the school building in the morning and access the corridors leading to the classrooms in order to assist pupils in arranging their things in cloakrooms at the start of the day.

As I am sure you will understand, given the size of the school now and the fact that once pupils have entered the building they need to be kept safe, it will no longer be possible for parents and carers to enter the school corridors leading to the classrooms without the permission of a member of school staff. Please check with the member of staff on duty on the door should you need to enter the building for a specific reason. If you need to pass on information to the class teacher this can be done via the school office, by telephone or email or at the end of the day. Many thanks.

Collecting pupils at the end of the day

Please collect children from the locations as listed above at the end of the day. School finishes at 3:30 p.m. and children will be kept at these doors for a further 10 minutes after the end of school to help allow for a more staggered collection. If you are late arriving (after 3:40 p.m.) please go to the school office to collect your child. A list will be kept of children who are regularly late being collected.

Collecting siblings

There is one small change that is needed for the end of the day given that numbers of siblings have increased and it is becoming unsustainable to allow older siblings to walk through the school to younger siblings' classrooms or to an agreed meeting place on the school site. In some cases we calculated that some of the classrooms would have a very large number of pupils waiting in there at the end of the day and this is not something that the reception and key stage 1 teachers can safely manage when their main duty is to care for some of our youngest children. We continue to be happy for parents and carers to collect one of their children first and then walk round to the other classroom/s as suits them best.

In addition, we are happy for siblings in Years 4, 5 and 6 to walk round to their younger siblings' classrooms once dispatched by their class teacher through their classroom or year group door. **We do just ask that you have this conversation with your older child/dren first and then also advise their class teacher of this end of the day arrangement by writing them a short signed note explaining what you have agreed with your child.**

Last minute changes to home time arrangements

We understand of course that there are times when for reasons beyond your control, you may need to make last minute changes to home time arrangements. With this factor in mind, please can we ask that all changes made after drop off in the morning, are communicated to the school office no later than 3:10 p.m. In this way we can then get the message to the classroom in good time for the end of the day. Many thanks.

Scooters and bikes, skateboards etc.

Finally please can we request that children do not ride their scooters and bikes etc. on school property? All children should dismount their bikes and scooters etc. on arriving at the school gates and carefully walk them round to bike/scooter racks. We're sure your child is a great at scooting or cycling but we wouldn't want them to bump into any of the younger siblings walking around the school site at the start and end of the day. Please note that the use of segways/hover boards is not permitted anywhere on the school site. Thank you.



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Our new arrangements will start from the morning of Monday, 16th September and will doubtless take a little while to settle in – please bear with us while this happens. I do realise that for some of our parents and carers these changes will be significantly different to those previously in place and hope that you understand why we are making these important changes.

If you have any queries please do not hesitate to contact me through the school office.

Yours faithfully,

Mr Ricky Leigh
Headteacher