



4th September 2022

Dear Parents / Carers,

I hope you have all had a wonderful summer break and your children are ready for the start of the new academic year. The staff have been working hard across the holidays and during our Inset Days to ensure everything is ready to welcome the children back on Monday morning.

In preparation for tomorrow, I just wanted to remind our families about the arrangements for the beginning and end of the day.

A reminder of arrival times each morning:

- Year 3 – between 8.45 am and 8.55 am
- Year 4 – between 8.30 am and 8.40 am
- Year 5 – between 8.30 am and 8.40 am
- Year 6 - between 8.30 am and 8.40 am

The children will have a ten-minute window to enter the school site. They do not necessarily need to be at the gates for the start of the entry time. This will support with movement around the school and the flow of movement on the pavements outside school. When the children enter the school site, they will need to make their way to their classrooms where they will be welcomed by their class teacher.

A reminder of departure times each afternoon:

- Year 3 – 3.30pm
- Year 4 – 3.15 pm
- Year 5 – 3.15 pm
- Year 6 – 3.15 pm

All Upper School children will exit the school site using the same gate they entered through in the morning.

At the end of the school day, the parents and carers of Year 3 and Year 4 children will enter the school using the Main Slope Gate off the High Street and meet their child on the playground. You will then need to follow the one-way system and exit the school site using the side gate on Clay Hill.

Please can I politely ask that no Year 3 parents arrive at the slope gate entrance until 3.30 pm as we want to ensure the other year groups are able to leave the school site safely and locate their parents.

Entry and exit gates:

<u>Year Group</u>	<u>Class</u>	<u>Entry Gate</u>	<u>Times</u>
Year 6	6TR – Mr Ruffett 6MS- Mr Marshall and Mrs Sharma 6BC – Mrs Blackhurst and Mrs Child	Year 6 Side Gate Clay Hill	Start – 8.30-8.40am End – 3.15pm
Year 6	6JI – Mrs Jackson and Mrs Ismail 6FW – Miss Watkinson	Main Slope Gate The High Street	Start – 8.30-8.40am End – 3.15pm
Year 5	5CB – Miss Baldwin 5KW – Miss Whistler 5AW – Miss Williams 5ZM – Mrs Mogul	Year 5 Side Gate Clay Hill	Start – 8.30-8.40am End – 3.15pm
Year 5	5SS – Mrs Siddiqui	Main Slope Gate The High Street	Start – 8.30-8.40am End – 3.15pm
Year 4	ALL CLASSES	Entry - Main Slope Gate The High Street Exit – Side Gate Clay Hill	Start – 8.30-8.40am End – 3.15pm
Year 3	ALL CLASSES	Entry - Main Slope Gate The High Street Exit – Side Gate Clay Hill	Start – 8.45-8.55am End – 3.30pm

Please can parents and carers of Upper School children discuss with your child the importance of returning to school if they are unable to locate you at the end of the day. We encourage parents to agree a meeting place to help with locating each other at the end of school.

I would also ask that all families are very mindful and considerate to local residents when parking outside the school to ensure that parked cars and driveways are not blocked at any time. Please do not block the road or park on any double yellow lines as this can cause difficulty to the movement of traffic around the estate and also can be a danger to the children making their way to and from school.

There will be lots of TMA staff located around the school site to direct the children if they are unsure of where to go. There will also be staff located on all gates to direct families to the correct entry points.

Thanking you all in advance for your support as we all get back into the routine with the start and end of day procedures.

With very best wishes,

Lucy Eldridge

Head of Two Mile Ash School