



# St. Mary's Church of England VC Infant School

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Headteacher: Miss Verity Edey

Deputy Head: Mrs Kathryn Thorp

**Tuesday 7<sup>th</sup> September 2021**

## School Arrival Procedures

Dear Parents/Carers,

It has been wonderful for you all to be able to arrive to school in a 'pre-covid' way, chat with other families and be able to see into the classrooms which has been a really welcomed change for our school community.

As with all procedures that we put in place, we endeavour to iron out any teething problems and work with families to ensure the best possible start to the school day for our pupils.

The following will continue:

- School starts at 8.50am
- Gates close to parents at 8.55am. This 5-minute window is to allow for parents and carers to leave the site, not for children to be arriving. We are operating in this way so that the learning is not disturbed, and so that the playground and field can be used straightaway without unauthorised visitors in compliance with our safeguarding procedures.
- All children should be at school at 8.50am to carry out their start of the day procedures.
- Classroom doors will close just after to children. Once doors are closed parents/carers must go through to the entrance to sign in at the office. Here, a member of our office team will ask your child to choose their school lunch if they are a school dinner. The side gate to the office will be open.
- If your child is not at school on time, (8.50am) your child will be marked as late and a reason will be required. This will help us to support you and your child.

From 8<sup>th</sup> September the following change will be made:

- After reviewing these procedures over the first few days, we would like to inform parents that we will open the gates slightly earlier at **8.35am** to give a slightly wider arrival window.

A gentle plea:

- All playground apparatus is out of bounds to pupils before and after school to comply with our health and safety measures.
- Whilst I appreciate that we are all getting used to new routines, I please ask that my staff who are supporting the implementation of these procedures are respected and treated with courtesy when they are giving instructions to support these measures.

It really is important that pupils arrive to school on time so that they can settle into class effectively and hear the overview of the school day so that they know what to expect. Please can I ask all parents/carers to share our arrival procedures with childminders and other authorised collecting adults so that we have a consistent approach.

We want to support all our families in attending school on time. Jousters offer a breakfast club which may be worth considering if this helps parents/carers to drop off siblings between infant and secondary schools. If you are struggling to get to school on time due to various family circumstances, please do contact our pastoral leader, Mrs Archer as she will be able to talk through circumstances and how the school may be able to support you.

Absence and lateness are an area of focus in our school and therefore any persistent lateness and absence will require a meeting between parents and the school to resolve this.

I know that it has taken some time for us all to adjust to new measures and procedures in many areas of life since Covid. Now that all schools are back open, there is significantly more traffic, the roads are busier and there are less parking spaces in the surrounding area. Please bare this in mind before you set off for school.

Many thanks in advance for your support in following our arrival procedures

Kind regards,

Miss Edey  
Headteacher