

22<sup>nd</sup> September 2025

Dear Parents/Carers,

### **KS1 - Arrival Time at School**

Please can I remind all families that the start time for the school day is at 8:40am. By 8:45am all teachers will be in class completing their registers, with learning beginning immediately after this.

### **KS1 - Alternative Collection Arrangements**

If your child is being picked up by someone other than yourself, please ensure that this communication always goes through the school office, who will alert the class teacher to any changes.

### **Communication with Teachers**

If you need to speak with your class teacher, it is better to speak to them at the end of the day. For longer appointments, please arrange these via the school office. You can also email the office, who will pass on any questions and queries to the relevant teacher, who will respond by the end of the day, once they are no longer teaching. For all urgent queries, please phone the school office.

### **Celebration Morning**

As previously communicated, we will be holding a Celebration Morning to showcase the learning throughout the term for KS1. The date for this is Friday 17th October at 9:00am. Please arrive via the school office, where you will be greeted and brought down to the classrooms.

Kind regards

Mrs Makin  
Head of Early Years and KS1