



30th March 2023

Dear parents/carers

Change to mornings from Monday 17th April

In the Summer Term, we will begin to make gradual changes to prepare your child, both academically and socially, for the move from Reception into Year 1.

As part of this transition, we request that you bring your child into school via the main gate in a morning from **Monday 17th April 2023**.

To ensure children are supported through this process, the Reception team will be at the gate every morning, ready to meet your child. The gate will open at 8:35am and closes at 8:45am. If you arrive after the gate has closed, you will have to take your child to the school office, where your child will receive a late mark.

The staff have been preparing your child for this transition throughout this week, prior to breaking up before Easter.

The pick-up place at home time will remain the same.

If you have any queries, please speak to a member of the Reception team.

Yours sincerely,

Mrs C Gibbins
Head of School.