



Head teacher
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Dear Parents and Carers,

I am so sorry I have not been in touch sooner – we have had gremlins in the IT systems but I finally have access to our Teacher2Parent emails again!

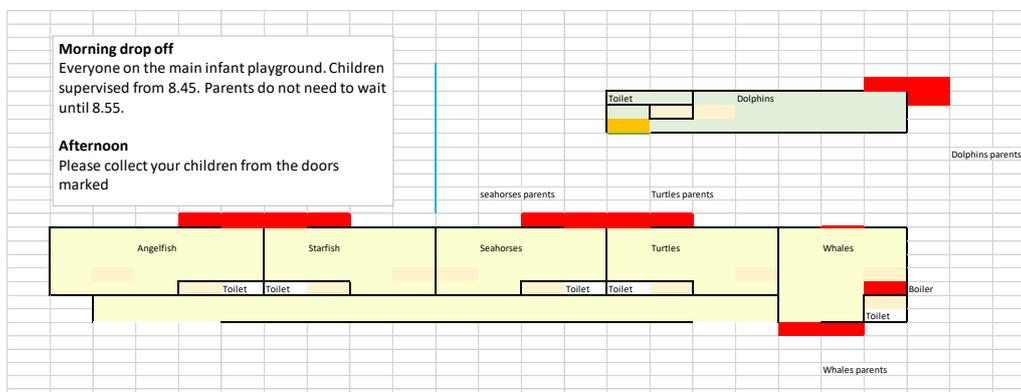
We feel it has been a very successful start to the year. On Thursday afternoon our whole school gathered for a little service on the MUGA to celebrate the start of St Mary's Primary school. It was very moving and uplifting.

We're all getting used to some new routines – and we thank you for your support and patience as we embed them.

This is the first chance I have had to clarify for you what the routines will be at drop off and pick up times so here goes!

Infant site

- You can access the infant site from Silkham Road by walking along the path via the junior site OR directly from Downs Way
- **Drop off in the morning** is on the **infant playground**. Staff are on duty there from **8.45** and you are free to leave your children with us then. Everyone needs to be on the playground no later than 8.54 because at 8.55 the whistle goes and the children are whisked in to start their learning!
- **Pick up** in the afternoon: the gates open at **3.10**. We ask you to wait on the tarmac area between 'the villa' (the green classroom block) and the main building until **3.15** – when the teachers will open their doors to show you they are ready!



At St Mary's, everyone is supported, challenged and secure in a caring Christian environment



Junior site

- You can access the junior site from Downs Way by walking along the path via the infant site OR directly from Silkham Road
- **Drop off in the morning:** The gates open at 8.30 and staff are on duty to supervise children. **No parents enter the site** (other than along the path to and from the infants). All children need to be on the playground no later than 8.54 because at 8.55 the whistle goes and the children are whisked in the start their learning!
- **Year 3 and 4 children** should enter via the top path and go directly to the playground.
- **Year 5 and 6 children** can enter the site the same way OR via the lower gate near the junction with Chichele Road.

Pick up in the afternoon

Years 5 and 6 have options!

- Leave via the lower gate or upper path and meet their parents/carers at a pre-arranged place
- Make their way to the year 3 and 4 playground and meet their parents/siblings there

They can also collect a younger sibling from the year 3 and 4 playground and bring them to you IF you are happy with this and have let the class teacher know

Years 3 and 4 need to be collected from the playground at **3.30**

- The gates open at 3.10 to allow access to the infant site BUT learning for the juniors continues until 3.30 and our outdoor areas are in use! You may wait either on the upper path or on the tarmac by the carpark.
- If you are picking up from the infants first PLEASE keep your younger children under close supervision – and remain on the pathways between the sites.
- **You may come onto the playground at 3.25** – but please remain towards the back next to the ball court and away from the classrooms.
- Staff will bring the children round to the playground for you to claim. (This is done by waving at your child who will then point you out to the class teacher.) It is helpful if your child knows who is going to pick them up!

Children who are going home by bus:

- Please make sure your child knows their home address, and which bus they are getting. It is helpful if you could inform the school office about this too. They can also give you details of the bus routes.

If you are **slightly delayed** your children will be taken to the main school office and you can pick them up from there. However if you are regularly late for pick up we will be asking you to make alternative arrangements for after-school child care!

I hope this helps and thank you for your co-operation.

Best wishes

Sarah Lewis

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