

Tuesday 4th March 2025

Dear Parents/Carers,

Re: Important Update – New Morning Routine from Monday 10th March

Thank you for your ongoing support in helping us create the best possible start to the school day for all our pupils. From **Monday 10th March**, we will be making some small but important changes to our morning routine for Year 1 to Year 6. These changes are designed to help all children settle into learning more smoothly, reduce any morning anxieties, and provide an opportunity for parents to briefly check in with teachers if needed.

What's the change?

We will be ending the current 'soft start', where children make their way independently to class in the mornings. Instead, they will be greeted by their class teacher on the playground by the usual dismissal door. They will line up, and then go into class together.

Why are we making this change?

A structured morning line-up will ensure that:

- Children start the day in a calm, predictable way, helping them feel ready to learn.
- Teachers are available for quick conversations with parents where needed.
- Pupils arrive punctually and transition into class together, supporting focus and engagement.

What will the new routine look like?

- 8:40 am – Gates open
 - Children come in, enjoy a 'grab and go' breakfast bagel as usual if they wish, and line up by their usual home-time door.
 - Teachers will be in the playground to greet their classes and be available for parents to share brief messages.
- 8:50 am – Children go into class together
 - Teachers lead their classes inside promptly, ensuring a smooth transition into learning.
 - Children who arrive after their class has entered the building will follow them in.
- 8:55 am – Bell is rang and gates close
 - Any late arrivals after the bell will need to be signed in at the late desk.

We have explained the new routine to children in assembly today and will be practising it throughout the week so that they feel confident - the routine is not different to that at the end of play and lunch so we anticipate children will take to it quickly. We kindly ask for your support in ensuring pupils arrive on time so they can benefit from a positive and settled start to their day.

Kindly note that there are no changes to the morning routine for Catkins, Nursery and Reception pupils.

Thank you for your continued partnership – we appreciate your support in making this transition as smooth as possible for all our children.



Classroom
doors

Yours sincerely,

Mrs S Lloyd
Interim Headteacher