

Cheapside C. of E. Primary School

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Headteacher
Mrs Kate Searle

20 November 2017

Dear Parents/carers

We have had a very exciting start this morning. All children are now in their new classrooms, and all Key Stage 2 children have their own lockers for their possessions!

We are sure that you share our excitement of finally being in our new build and invite you to come and see the school in action on Wednesday 29th November just after 'drop-off' and just before 'pick-up' for an Open Day (timings to be confirmed). Tea/coffee will be served and our ambassadors will show you around, including seeing our Forest School in action. We kindly ask that until then, parents/carers pick up and drop off from the playground areas, with the exception of our Reception children, whose parents may come in and settle children at the beginning of the day.

The beginning of the school day

From tomorrow, we will still be operating a soft start to the day from 8.35 am via the school office. The main gate to enter the school for all children will be open at 8.45 am and will now be the wooden gate next to the school offices at the top of the drive. **Please note that pushchairs will need to be left on the playground by the adventure trail at the top of our new steps.**

For all children, drop-off arrangements are as follows:

EYFS – from the playground, down the steps and through pencil gates as normal
Year 1 – from the playground, down the steps and into the side door to class
Year 2 – from the playground, down the steps and through the double doors by the school hall – children's cloakroom is along the corridor there
Year 3 – from the playground, down through the new main double doors down the steps
Year 4 - from the playground, down through the new main double doors down the steps
Year 5 - from the playground, down through the new main double doors down the steps
Year 6 - from the playground, down through the new main double doors down the steps

The end of the school day

Please note the arrangements for dismissing year 2.

Please note that pushchairs will need to be left on the playground by the adventure trail at the top of our new steps.

With effect from today, children will be dismissed as follows:

EYFS – from the playground, down the steps and through pencil gates as normal

Year 1 – from the playground, down the steps and into the side door to class

Year 2 – through the side gate next to the classroom (as you have been using during the building work). Siblings' classes can then be accessed via the routes listed.

Please do not go to different classrooms through the school building.

Year 3 – please wait on the drive through the side gate by the school office. Year 3 will be dismissed from the first classroom door.

Year 4 - please wait on the drive through the side gate by the school office. Year 4 will be dismissed from the second classroom door.

Year 5 - please wait on the drive through the side gate by the school office. Year 5 will be dismissed from the third classroom door.

Year 6 – will leave the building via the school entrance on the playground – please wait on the playground.

Please note that these arrangements may change as time goes on and we reflect on the arrangements in place.

If you have any questions, please contact me.

Yours sincerely

Kate Searle
Headteacher