

Dear Parents/Carers,

We have had a wonderful week getting to know you and your child and have enjoyed beginning this exciting learning journey. Below are a few important messages that we would like to bring to your attention:

**Timings of the day:**

Next week **Ash Class** children are coming in from **9am – 11am** and **Elm Class** children are coming in from **1pm – 3pm** (unless you have made an alternative arrangement with your child's class teacher). From the week beginning **20<sup>th</sup> September** onwards, our school day will begin at **8:55am** (the children can begin to arrive from 8:45am). The gates will open again in the afternoon for home time at **2:55pm** ready for our day to end at **3pm** when we will begin to dismiss the children.

**The Start of the Day:**

We would like to encourage the children to come into the building as independently as possible from Monday – a busy building full of unfamiliar adults can be very overwhelming. Try not to worry if your child is having some difficulties separating from you as our experienced staff team will offer them nurture and comfort - we will always call you if we feel they are not settling. You are welcome to phone the school office and check how they have settled in if you are feeling a little worried.

**Going Home Arrangements:**

When collecting your child we ask that you please make two lines outside of the Reception Block gates – one for Ash and one for Elm. We will call the children out two at a time to ensure their safety upon handover. If we are unfamiliar with the collecting adult (this may include you in the early days) we will ask for your nominated password. Please bear with us during the first couple of weeks whilst we are getting to know your faces as it may take us a little longer to dismiss the children – we promise this will become quicker!

Thank you to those of you who have completed your 'Going Home Arrangements' form this week. If you are yet to receive this, please come and see us first thing Monday. On this document you will list the adults who are most likely to collect your child and will also nominate a password as an additional security measure.

**School Belongings:**

Please ensure all your child's belongings are clearly labelled with their name so they can be quickly returned to you if misplaced – this includes uniform, coat, wellies, water bottle and book bag. Just a polite reminder about rucksacks – please could we ask you to leave these at home as it is tricky to store them in the classroom. The children only need to bring their coat, book bag and drinks bottle on a daily basis. We also ask that your child carry their bottle in their hand and not in their book bag as they have a tendency to leak causing damage to our school books.

Your child will need to bring a pair of wellies - these can be stored in school. We will provide a waterproof apron and trousers for wet or messy play. This comes with a caveat that Early Years uniforms often tell the tale of a busy day exploring and learning!

**School lunches:**

You will need to access the online system 'School Gateway' to order your child's school lunch. If you are having any difficulties with this please see the school office who will be happy to help you. You will need to ensure you order your child's school lunch in advance.

Please remember that our Early Years Handbook is available for you to view on the school website under the 'Information for Parents and Carers' tab then 'Reception Starters'. This handbook contains comprehensive information about how our setting runs – a useful reference point throughout your child's first year in school.

Thank you for all of your support so far, we hope you have a lovely weekend and look forward to seeing you next week.

The Reception Team