



Shacklewell Primary School
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Executive Headteacher: Ms Nicole Reid
Headteacher: Mr Rory McGrath

Tuesday 3rd January 2023

Dear Reception and Key Stage 1 families,

Happy New Year- I hope you all had a restful Christmas break.

We are looking forward to welcoming the children back to school at the usual time tomorrow but I wanted to let you know about a few changes to the drop off arrangements in the morning.

In order to help a prompt start to the children's day at school, from tomorrow, children will need to line up without their accompanying adult standing beside them.

Please bring your children to the Key Stage 1 playground as usual and send them to join their peers in the line. We will be placing the red and white barrier in the same place as in the afternoon, to support this transition.

We will also be reintroducing the bell to signal the time to line up - 8.50am, then a second bell when it is time to walk into school - 8:55am. At this point we will also expect any adults remaining behind the barrier to leave the playground.

If you have any quick messages to share with the staff then please speak with the office who will communicate with the staff in your child's class.

We all want the children to have a smooth, settled start to the day and to develop their independence so I am sure you will support this small alteration to the school day.

If you have any questions then please do not hesitate to contact me via the school office.

Yours sincerely,

Rory McGrath
Headteacher