

# St Martin's C of E Primary School

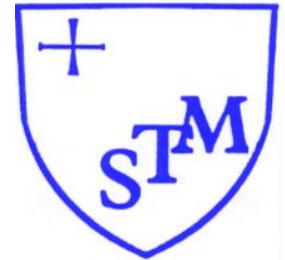
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Acting Headteacher: Mrs K Lees

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Caring, Learning  
and Smiling Together

6<sup>th</sup> September 2021

Dear Parents/Carers,

Welcome to the new school year, we are just reminding you about school times, entrances and exits for the foreseeable future.

## **Morning arrangements for Nursery, Years 1,2,3,4,5 & 6**

The main entrance gate (the one with the bell), the front gate (by the crossing patrol) and the gate into the playground will all be opened at 8.45am. Entrance into the school premises will not be allowed until this time. We are doing this to try to reduce the number of parents/carers waiting in a small area at the same time. At 9.05am all of these gates will then be locked and entrance will be through the main gate only – by ringing the bell.

## **Reception**

Reception will enter through the gate on the main road directly into their classroom. For everyone's safety, we ask parents to line up inside the gate to avoid congestion on the main road.

## **End of day arrangements for Nursery, Years 1,2,3 & 4**

The main entrance gate (the one with the bell), the front gate (by the crossing patrol) and the gate into the playground will be opened at 3.15pm. Again, entrance into the school premises to collect children will not be allowed until this time. At 3.45pm all of these gates will then be locked and entrance will be through the main gate only – by ringing the bell.

## **Reception**

Reception will leave through the gate on the main road directly from their classroom. Again, for everyone's safety, we ask parents to line up inside the gate to avoid congestion on the main road.

## **Years 5 & 6**

Year 5 and Year 6 children will leave through the Year 5 classroom door on the main road, for everyone's safety we do need to ask that when waiting in line for Year 5 and 6 the entrance to the staff park is not blocked.

## **School times**

You have already received your start date and times for your child, once they have settled in, times will be as follows:

Morning Nursery	8:45am – 11.45am (doors open at 11:40am)
Afternoon Nursery	12:25pm – 3:25pm (doors open at 3:20pm)
30 hour Nursery	8:45am – 3:25pm (doors open at 3:20pm)



Reception 8:45am – 3:15pm (from Monday 13<sup>th</sup> September  
– see today’s text message for this week’s timings).

Years 1&2 Children may enter when the main gate opens at 8:45am, school begins  
at 8:55am.  
School ends at 3:20pm.

Years 3,4,5 & 6 Children may enter when the main gate opens at 8:45am, school begins  
at 8:55am.  
School ends at 3:25pm.

Thank you for your continued co-operation and support.

Kind regards,

*Mrs K Lees*

**Mrs K Lees**  
Acting Head Teacher