



# St Joseph's Catholic Primary School

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Dear Parents,

Below is revised routine for the start of day and end of the day from Wednesday 6<sup>th</sup> of September for St Joseph's Catholic Primary School.

| <b>Start of day routine</b>  |
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| <p><b>Nursery</b><br/>Children are welcomed straight into the Nursery at either 8.30am or 9.00am.</p>  |
| <p><b>Reception</b></p> <ul style="list-style-type: none"> <li>· Gates/door onto the playground will open at 8.30am</li> <li>· Children are welcomed straight into their classrooms in the Catherine Kasper Building</li> </ul>  |
| <p><b>KS1 &amp; KS2</b></p> <ul style="list-style-type: none"> <li>· Gates/door onto the playground will open at 8.30am</li> <li>· The bell will ring at 8.40 by a member of staff and children must line up at their designated post/place</li> <li>· The class teacher and TA will collect the children at 8.40am from the playground and take them to class</li> <li>· Unfortunately, teachers cannot have a conversation with parents at this point of the day as they are responsible for the class – please refer parents to a member of SLT or make an appointment for another time</li> <li>· If a child doesn't walk up with their class to their classroom they are marked in as late by the teacher</li> <li>· Gates/door onto the playground are closed at 8.50am on the dot</li> <li>· If a child arrives after this time at any of the entrances they will be required to sign in at the front office (Mrs Cooper's office)</li> </ul> |
| <b>End of the day routine</b>  |
| <p><b>Nursery</b><br/>Children are collected directed from the Nursery at their designated time.</p>   |
| <p><b>Reception</b></p> <ul style="list-style-type: none"> <li>· Gates/door onto the playground will open at 3.05pm</li> <li>· Children are collected from the Catherine Kasper Building</li> <li>· Gates/door onto the playground are closed at 3.30pm on the dot</li> </ul>  |
| <p><b>KS1 and KS2</b></p> <ul style="list-style-type: none"> <li>· Gates/door onto the playground will open at 3.05pm</li> <li>· Each class is taken out into the playground by the class teacher and the support staff and line up at a designated post/place</li> <li>· If a parent wishes to speak to a member of staff this is where they may have the opportunity.</li> <li>· Any child not collected after ten minutes will be taken to the office area where and their parents contacted</li> <li>· If there is a change in collection arrangements, the parent must inform the school office or class teacher either verbally or in writing</li> <li>· If parents wish to collect their child for any reason during the day they must inform the class teacher and school reception, and collect the child from the school reception area</li> <li>· Gates/door onto the playground are closed at 3.30pm on the dot</li> </ul>               |

Regards

Dr James Lane

Executive Headteacher