



Cockton Hill Infants' School

"Caring, Happy, Inspiring, Successful"

22ND November 2018

Dear parents and carers

We have been busy re-organising classrooms within the school in order that our nursery children can be based in the main school building. This will change the way some children enter and leave the school from TOMORROW 23rd NOVEMBER

Morning routine

- Children in Year 1 and Year 2 will come into the school at 8.50am through the main entrance and past the office
- Reception children will enter at 8.50am through the middle patio doors.
- At the moment Nursery children will continue to be situated in their usual classroom and parents drop off and collect as normal. We will let Nursery parents know exactly when they are moving into the main building.

End of day Routine

- 3pm - Reception children will be brought into the yard as usual by their teachers. **PLEASE CAN ALL RECEPTION PARENTS WAIT BEHIND THE BLUE RAILING BESIDE THE OFFICE BUILDING AS THIS IS THE BEST PLACE FOR STAFF AND YOUR CHILDREN TO SEE YOU.**
- 3.05pm Year 1 children will be brought round into the yard by their teachers
- 3.10pm Year 2 children will be brought round into the yard by their teachers
- 3.15pm Nursery parents collect their children in the usual way

NO PARENTS WILL BE ALLOWED THROUGH THE WOODEN GATE AND ONTO THE YARD FOR SAFEGUARDING REASONS.

PLEASE KEEP THE GATE AREA CLEAR TO ALLOW THE CHILDREN TO REACH THEIR PARENTS SAFELY.

HOWEVER, NURSERY PARENTS WILL BE ALLOWED ACROSS THE YARD AT 3.15pm TO COLLECT THEIR CHILDREN.

We know that everyone will want to play their part in keeping our children safe. Thank you to the parents who made suggestions on the feedback forms from Open Day yesterday.

Thank you for your co-operation.

Anne Graham

Headteacher