



## The Academy of Woodlands

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Interim Headteacher: Mrs E Poad

Monday 18th July 2022

### **New Drop Off and Pick Up Arrangements - September 2022**

Dear Parents and Carers,

This is an important letter that explains new drop off arrangements for September 2022.

From Monday 5<sup>th</sup> September the **main gates/classroom doors will be opening at 8.40am and the children will be going straight into their classes.** This is replacing the current arrangement which is the gates opening at 8.30am and waiting on the playground or outside areas until 8.50am. We have made this change to support the children's wellbeing as it enables the children to have a better transition period in the morning and settle into class rather than waiting on the playgrounds.

There will be members of staff on the main gates who will open them at 8.40am. If your child is in Year 3, 4 or 5 they will be entering through the front classroom doors of our school building, these will also be opened at 8.40.

As there will no longer be an expectation for you to stay with your child and wait on the playgrounds until the classroom doors open, you are more than welcome to leave your child at the main gates and they can walk straight into their classrooms themselves – building their independence; however you are also more than welcome to walk them round as normal and see them into their class.

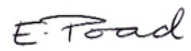
The gates and classroom doors will close at 8.55am. This gives a 15 minute window to get your children into school allowing for families that have more than one child to walk around the school and drop off in numerous places. If your child arrives after 8.55am they will need to enter through the main school office. If they arrive after 9am, they will be marked in as late on the school register (following our policy).

Nursery morning session will not change; if your child is in a pre-school room then the gate will be open at 8.30 so you can walk round to drop them, however please walk back out past the school gate if you have any siblings to come in at 8.40. Many thanks for your support with this.

End of the day pick up arrangements will stay the same, with just a slight change on timings - **Year R through to Year 6 will now finish at 3.10pm.**

We hope that you recognise the benefits of this change and support us whilst we start this new drop off and pick up arrangement from September.

Yours sincerely

A handwritten signature in black ink that reads "E. Poad". The signature is written in a cursive style with a horizontal line above the "E" and a flourish at the end of the "d".

Mrs E Poad  
Interim Headteacher