

9<sup>th</sup> January 2017

Dear Parents/Carers,

**Changes to Friday lunchtimes**

As you are aware, since September 2017, children have been finishing at lunchtime on Friday afternoons, as this is when teaching staff take their statutory planning time.

Over the last term we have trialled a number of ways to reduce the confusion and disruption this has caused, so from Friday 12<sup>th</sup> January 2018, **ALL** children should be **collected from their classrooms at 12.10pm**. As children will be leaving school during the middle of the day, **no child will be able to walk home alone**. This will now happen every Friday.

Those children who are entitled to a school meal, will be given a packed lunch to take home with them. This includes all children in Reception Class, Year 1 and Year 2 as they are entitled to Universal Free School Meals. There will be no need to bring packed lunches to school on Fridays and children going home, will obviously go home as normal for their lunch.

The afternoon nursery session will continue as normal from 12.15pm – 3.15pm.

If this causes you any problems as you have work commitments, meaning you are unable to collect your child/children at this time, please come into the main office to discuss how school can help with this.

School is open every single day from 8.30am, (Breakfast Club from 8.00 am). It would be fantastic if all children arrived by 8.30am as this is a great opportunity to practise their mental arithmetic daily and gain an additional 100 minutes learning per week. There will also be extra merit awards for those children who arrive by 8.30am. These can be saved-up and spent in the school shop!

Thank you for your co-operation in this matter and for your continued support.

Kindest Regards,

Mrs Julie Conway  
Acting Head of Academy

Mrs Donna Brown  
Associate Executive Principal