

We hope that you have had a good summer. I am sure your child is now getting very excited about coming to Pre-School and we are really looking forward to welcoming them.

You already know which sessions your child will be attending during the first week (week beginning 5th September). This letter is to remind you about timings for the start and end of the school day and how you will enter and leave the school grounds.

We operate a free flow start to the day – all children are invited to arrive at school **from** 8:40 and they should be **in** school by 8:50. Arrival is through the main entrance gate, and this will be locked after 8:50.

A 10-minute window gives parents some flexibility and avoids congestion on the school yard.

Arriving at school on time is important. It ensures that the children have a calm and settled start to the day and they get used to the routine of entering school with their friends.

The gate will be locked after 8:50 so if you do arrive after this time you must report to the main office.

Learning does start promptly so if your child is late for any reason they will miss important activities at the start of their day.

Any children arriving after the gate is locked risk being marked down as late.

We are continuing to operate a one-way system for all adults and children:

Entrance to school Main entrance

Exit from school Pupil exit – between Activity Den and School House

There is a diagram explaining this at the end of this letter. We have operated this for the last two years. Parents have found this preferable as it means that there is no crowding on the yards and the whole experience is calmer for the children. Please adhere to this.

Start of the school day	Free flow start to the day – children should arrive between 8:40 and 8:50 . If you are bringing more than one child, follow our one-way system by dropping off Y1, Y2 and 3D children first, then Reception and Pre-School children and finally 3Mac and Y4 children. Y5 and Y6 children should come into school without any parents. The entry gate will be opened at 8:35 and then locked at 8:50. Anyone coming in after this will have to come to the main office to gain entrance and will be marked as late on the register.
Route for Pre-School Mrs Dunham's class	Through main entrance, right at the cage, up to Pre-School. Wait on green surface until the staff see you. Parents to leave via exit between Activity Den and School House. <i>See photo at the end of this letter for a diagram of this.</i>

End of the school day		
Entrance to school at end of the day	Gate will be opened at 3:00	One-Way system: <u>Entrance</u> Main entrance <u>Exit</u> Pupil exit – between Activity Den and School House
Mrs Dunham's Pre-School	Pick up at 3:05	Parents enter the same way as the morning. Wait on green area outside Pre-School for the staff to see you and bring your child to you. Leave via exit between Activity Den and School House.

Attendance in school:

Your child must attend school unless they are ill.

When should your child not attend school?

If your child is poorly and you feel they are not well enough to attend school, then please ring the office on their first day of illness before 10 a.m. (you can either speak to someone or leave a message on the answer machine). If they require more than one day off, please keep the office informed.

With regard to Covid, the current government guidance is as follows:

"It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.

If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults. Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal."

<https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>

Keeping up to date with activities in school:

Once we return in September we will be confirming the activities for the school year. As soon as these dates have been confirmed we will share them with you via our newsletter. Please keep this information in a safe place so that you don't miss any events during the year.

Almost all of our communication is via email through the *School Gateway* so it is important that you have the App on your phone and check regularly so you do not miss any information.

All newsletters shared with you via email are also available on our school website:

<https://www.tanfieldlea-primary.durham.sch.uk>

I think that's all you need to know for the start of term.

I hope you find the following diagram useful in showing how to enter and exit the site and we look forward to welcoming your child into school.

Many thanks.

Kay Hemmings

Head Teacher



Red is how you enter school and get to your child's classroom

Green is how you exit school

