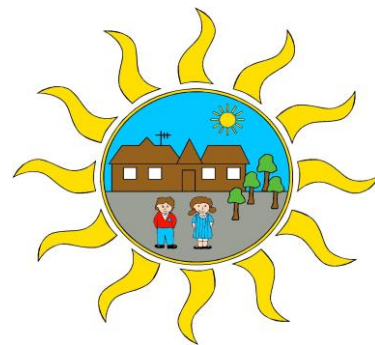


STEDHAM PRIMARY SCHOOL

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Headteacher
Mrs Sally Dreckmann

Friday 17th February 2017

Re: Changes to the routine of coming into school in the morning

Dear Parents,

You may have noticed that we have increased the security on the front door of the school so that children cannot open the door themselves; they have to be let out by an adult using an exit button which is out of children's reach. This is part of our safeguarding work to ensure that your children are safe and secure on site. We are now minimising the use of this door by making some small adjustments to our routines, of which only one will affect you.

From Tuesday 28th February when you return from half term (Monday 27th February being an INSET Day), we will no longer be lining up on the playground to come in together each morning. The playground gate will be unlocked from 8.45am each day. When you and your children arrive on the playground they will come straight into school through their classroom door instead of the front door. Their class teacher will be in the classroom waiting to receive them from you. As before, no parents will be permitted to come into the school through the classroom doors; if you need to talk to the office you need to come to the front door and request entry after dropping off your child(ren).

This new system will mean that there will be no 'playtime' before school. Stedham Squirrels will hand their children directly to the class teachers at 8.45am. There will no longer routinely be a member of staff on duty on the playground as there is currently, although I will try and be around in the mornings whenever I am able to be.

Another positive of this new system is that it will hopefully impact on the parking situation in School Lane because once parents have brought their children to the classroom door, they can leave, freeing up parking for those arriving afterwards. As always, the walking bus will still be operating from the lay by and so when it arrives at school, the children will be checked off and accompanied to their classes.

Change takes a little getting used to but I am sure this will soon be an established routine and I thank you in advance for your support in making these changes.

Yours sincerely

Sally Dreckmann



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