

25<sup>th</sup> September 2025

Dear Parents/Carers

Since the beginning of term, we have been trialing a shorter morning drop off window in our reception classes, with doors being closed at 8:45am. This extra five minutes has proved successful in giving our children a smoother start to the day with the normal routines and lessons that they know starting once they enter the classroom. We are now looking to roll these timings out across the rest of the school.

Our new drop off window for all children in Reception, Year 1 or Year 2 will be 8:30 to 8:45am. At 8:45am promptly, classrooms doors will close and formal lessons will begin.

This means that should you arrive later than 8:45am you will need to enter through the school office.

The junior school timings will still remain the same, so there is plenty of time to drop off your younger infant children first, and then head over to the juniors.

To give you some advanced notice of this change, the new time will not officially start until after the half term break (week beginning 3rd November) but of course, it would be great if you could start working towards these new timings in the upcoming weeks as crucial learning can start once all children have arrived.

While in the overall scheme of things, it may seem a very small change, this will add an additional 16 hours of teaching time across the school year, so I would kindly ask all families to support this change by arriving on time.

If you anticipate difficulties with the new drop-off window, please contact the school office so we can discuss how best to support you.

Thank you for your cooperation and ongoing support as we continue to work together to give our children the best possible start to each day.

Best regards



Mr. Roche

Principal

