



Howard Primary School

Wednesday 6th April 2022

Dear Parents/Carers,

Before COVID and all the restrictions it brought, our school day used to start for everyone at 9.00am. As those restrictions have now lifted, we would now like to return to every year group starting the day at the same time.

With that in mind, we would like to inform you that starting on **Monday 25th April**, the school will be open from **8.45am** for all classes.

Your child will therefore need **to be in school by 9am at the latest**. For the time being, you will be able to continue using the entrance you have been using this year, but if your child (ren) arrives after 9am, they will need to go to the front office at the top of Dering Place.

Lessons will start promptly at 9am and any child who arrives after 9.05am will be marked as late.

We would also all like to make the end of the day easier as well. We that in mind, **starting on Monday 25th April all year groups will finish teaching at 3.20pm (except Reception who will finish at 3.15pm)**. Your child will then be able to be collected just after 3.20pm.

We are really looking forward to welcoming parents back into school and this will be able to happen at the end of the day. **The school gates (in Dering Place and Barham Road) will be open from 3.15pm** and you will be able to wait for your child in the allocated playground below.

We kindly ask that you leave the playground quickly once you have collected your child, so that after school clubs can start on time. **Please note the Barham Road and lower gate in Dering Place will be locked from 3:40pm onwards**. On the rare occasions when you may be running late, we request that you phone the school office immediately. Pupils who are late being collected will wait inside the main front office area at the top of Dering Place.

If your child is booked into Sherwood's after school club, school will look after your child until Sherwood take over. The same applies if your child is attending an after school activity session (i.e Multi Sports or Dance).

Arrangements

Year	Start and end time	Drop off	Collection point
Reception	8.45am-3.15pm	Reception gate	Reception gate
Year 1	8.45am-3.20pm	Year 1 entrance (same as usual)	Outside the back of the Year 1 classroom in the playground
Year 2	8.45am-3.20pm	Year 2 entrance (same as usual)	Outside the back of the school office in the playground



Head Teacher: Jackie De Saulles (B.Ed.)
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Year 3	8.45am-3.20pm	Year 3 entrance (same as usual)	Outside the Year 3 classroom in the playground
Year 4	8.45am-3.20pm	Year 4 entrance (same as usual)	Outside the back of the dining hall in the playground
Year 5	8.45am-3.20pm	Year 5 entrance (same as usual)	Outside the back of the Year 5 classroom in the playground
Year 6	8.45am-3.20pm	Year 6 entrance (same as usual)	Outside the assembly hall in the playground

We hope you have a great break and look forward to seeing you all on Monday 25th April at 8.45am.

Many thanks. Happy Easter!

The Senior Leadership Team



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