



Howard Primary School

Wednesday 11th January 2023

Dear Parents & Carers,

School Day Timings : January 2023 onwards

The Department for Education have advised that by September 2023 at the latest, all state-funded, mainstream schools will be expected to provide a compulsory school week of at least **32 ½ hours**.

To prepare all children and their families for this mandatory change, Howard Primary School has made the following changes to the school day effective January 2023:

The school day begins at 8.50am for all children
The school day ends at 3.15pm for Reception children and 3.20pm for children in Years 1 - 6
(as communicated in the December 2022 Howard Headlines)

Drop Off (Morning) and Collection (Afternoon)

The gates on Barham Road and Lower Dering Place will be opened at 8.30am; please use these gates to enter the school site. Please note that the gate on Nottingham Road is used as access for children attending Sherwood Pre School; we understand that some of these children have siblings who attend Howard Primary School and the gates along the path will be open up until 8.50am.

The perimeter gates on Barham Road, Lower Dering Place as well as the green gates by the Main Entrance and Reception outdoor learning area (along the path) will be locked at 8.50am sharp.

If your child arrives at school after 8.50am, please bring them to the Office so they can be registered.

Please note the drop off and collection locations for each year group listed below:

Year Group	Drop Off (8.40 – 8.50am)	Collection - 3.15pm for Reception
Reception	Reception Classroom Doors (EYFS Learning Area)	Reception Classroom Doors (EYFS Learning Area)
Year Group	Drop Off (8.40 – 8.50am)	Collection - 3.20pm for Years 1 – 6
Year 1	Doors alongside path going up from Dering Place Main Gate	Year 1 Classrooms' back doors
Year 2	Doors alongside path going up from Dering Place Main Gate	Main Playground: At the back of the School Office
Year 3	Main Playground: Ramp leading to Year 3 classrooms	Main Playground: Ramp leading to Year 3 classrooms
Year 4	Main Playground: Class line up at 8.40am & enter school via Main Playground Door next to the Office	Main Playground: Dining Hall door leading onto Main Playground
Children in Years 5 and 6 can make their way to their classrooms independently		
Year 5	Main Playground : Year 5 Cannon Street classroom back door	Main Playground : Year 5 Cannon Street classroom back door
Year 6	Main Playground: Door located at the rear of the Assembly Hall	Main Playground: Assembly Hall double doors

Yours sincerely,

Miss J De Saulles
Headteacher

Mr J Robinson & Mr P Smith
Co-Chairs of Governors



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