

21<sup>st</sup> November 2018

Dear parents/carers,

As you may be aware we are currently trialling the use of the side gate as the main entrance to school for children. The key feedback we have received is in relation to the difficulties EYFS parents have when they are dropping/collecting children at the playground and then having to go the long way around school to the EYFS entrance.

In addition, we have been having difficulties due to the wet weather with the entrance door to EYFS.

Therefore we are going to try the following arrangement for EYFS children;

- 8.50 All EYFS children to be dropped off at door 6 (this is the door at the very back of school where the old staff car park is)
- 11.45 Lower FS children to be collected from the main EYFS entrance as normal
- 3.15 Upper FS children to be collected from door 6.

This will begin from tomorrow morning and staff will be available on the playground to direct anyone who is unsure which door to use.

Thank you for your continued patience and understanding whilst we tweak things in order to reach the best possible solution. Any feedback is welcomed.

Yours faithfully,

Academy Principal