

Cringleford CE VA Primary School

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Headteacher – Mr. N. Henery

26th January 2018

Dear Parents and Carers,

We feel that the time is right for the children to start lining up with the other classes in the morning on the playground. **This means from Monday 5th February we would like them to stay out on the playground with you until the whistle is blown at 8:50 a.m. and then make a line on the playground.** The children will leave you in the playground and come inside with staff from their class.

We have listed some things that we will be doing to help your child adjust to this change;

- At least one member of staff from Reception will be outside from 8.40 a.m should you have any messages or concerns to pass on.
- The snack trolleys will be brought out onto the playground for you to leave snacks, drinks and packed lunches.
- If you have written a note in your child's red communication book please put it in the tray on the snack trolley for us to read.
- Don't worry about bags; we will help them sort their belongings out.
- If you do find you have forgotten to give them something please take it to the office.
- Please make sure you are on time and lining up at 8.50 a.m.

Thank you for your continued support.

The Reception Team