Dear Parents,

**Arrangements for start of the school day**

- Please arrive with your child promptly at your allotted time.
- Pupils from Year 5 and 6 are encouraged to walk down the school lane from Chapel Lane independently.
- Once your child can see their teacher at the school gate, instruct your child to join the member of staff who will direct them to a waiting area on the school grounds. Staff will register your child as they arrive.
- Parents are asked to leave promptly and avoid congregating on the school drive. If parents are dropping multiple pupils at different time we ask that they waiting either on the playing field or on Chapel Lane.
- If pupils arrive late, they will be asked to walk round the outside of the school to join their class via their classroom door.

**Arrangements for the end of the school day**

- Please arrive promptly to collect your child and wait by the flower beds adjacent to the school drive.
- Pupils will line up in alphabetical order to leave school. Staff will call your child’s name. When you hear your child’s name being called, please signal to the member of staff so that they can release your child. At the beginning of the year, staff may not immediately recognise you so please help staff by readily making yourself known. Staff will record when your child has been collected.
- Year 5 and 6 will be walked directly up the school drive to Chapel Lane by their teacher.
- Year 6 are encouraged to walk home independently; please let Mr Roycroft or Mr Selfridge know if your child has permission to do this so that they can be released.

*During the first week, children only need to bring their lunch box with them to school. No other equipment, PE kit or bags is needed.*

**Home School Communication**

During the first week, please email office@barwick-in-elmet.leeds.sch.uk if you have any messages for staff or the school office.

**Preparing your child for Monday**

Please encourage your child to visit their new class page over the weekend; staff will be updating pages with a welcome message. On Sunday, all pupils from Years 1 - 6 will receive an email from their teacher. Please encourage your child to check their school email account between 4pm - 6pm; hopefully this will help them to feel reassured before going to sleep.

**Staff Gifts**

A number of parents have asked if they are able to send in gifts bought for staff at last term. These gifts can be brought to school on Friday 11th September. We will provide boxes at the gate; gifts will then be quarantined over the weekend.

Regards,

Sue Sanderson

Headteacher

‘a community of faith where we believe, achieve and grow together’