



**INSPIRE NURTURE BELIEVE ACHIEVE**

Working **together** to be the **best** that we can be.

Happiness

Perserverance

Resilience

Kindness

Friendship

Respect

30.11.22

Dear families,

I am writing to clarify the **routine for before and after school** on the playground as there seems to be confusion in the expectation that the bell is rung immediately when the adults arrive on the playground.

- **Every morning the gate is opened at 8:40am.**
- **Any available adults in school will come out to the playground at 8:45am.**  
*They come outside early to allow our families a few minutes to pass any messages on before the bell rings.*  
*Please note that on a Monday morning, there is a staff briefing so the staff members will be out at 8:50am and ring the bell when they step outside.*
- **At 8:50am the bell rings.**  
*At this point, adults will need to break away from any conversation and ensure their class is lined up efficiently and smartly ready to go into lessons. If this happens, please do not take offence.*

*We would appreciate it if any messages that are not emergencies are communicated via Mrs Foster in the office or by informing the teaching after school / arranging an appointment. This allows her to keep a log of the message and ensure that all staff members who need to know are informed.*

- Children are the **responsibility of their supervising adult before and after school.**  
Children are not permitted on the field / trim trail etc. during these times.  
*Equipment is not to be used before or after school (e.g. footballs etc.) as the playground is crowded with adults, young children, prams etc. and the road is very busy should a ball get accidentally kicked over the fence.*
- **The school day ends at 3:30pm.** Learning time is maximised and children are expected to get their belongings ready at 3:25pm with support from the adults in their class.  
*The teachers will bring the whole class out together at this time after dropping those children to their clubs and WrapAroundCare. **Where there are slight delays, we appreciate your patience** - it could be that the class are handing out birthday sweets, collecting resources, finding a lost jumper, shoe, swimming kit or packed lunch (!) or simply that the children are getting themselves organised.*

**Executive Headteacher:** Mrs Z. Ellis

**School Administrator:** Mrs K.Foster

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**On the subject of lost clothing, if anyone requires an item of School Uniform, please let us know before you purchase anything new as we may be able to source this for you as our PTFA have lots of virtually new items that are too good to waste!**

- After school, adults are more available to have ad-hoc conversations. However, please be mindful that on evenings when they are leading clubs or when there is a staff meeting, staff members will not have time to chat so they may suggest a different time or ask you to arrange a meeting time to be able to give you dedicated attention for any queries.
- Members of SLT are available and visible at different times / days / events depending on their working days / times (myself, Mrs Richards, Mrs Askew or Mrs Johnson the SENCo) – sometimes we are in school but in a meeting or on a phone call.

*If you have a query that cannot be resolved by the Class Teacher, Miss Thompson in her new Pastoral Leader role or via the school administrator and you require a conversation with a member of SLT, please email the office and they will be able to direct your message to the best person to answer your query irrespective of the site we are based at.*



Mrs Zoe Ellis  
Executive Headteacher



Image: Mrs Richards -  
Assistant Headteacher



Image: Mrs Johnson -  
SENCo



Mrs Kathryn Askew  
Federation EYFS and KS1  
Leader



With thanks for your continued support and cooperation from the whole SCPS team,

Mrs Z Ellis



Executive Headteacher