

..... A Church of England School .....

6 September 2019

Dear Parent,

As promised, here are the school's arrangements for our new playground morning routine for Year 1 to 6, to start on Monday morning. However, this routine includes extra information for Reception parents too.

### **Rationale**

Please be assured that we are initiating these routines below in order to empower all the children to become more independent in a safe, secure and positive environment. We want all children to be ready for learning in a calm yet timely manner.

### **Routine**

There will be 3 members of staff on playground duty from 8:45 am, when the gate will be unlocked. Initially, there will be additional KS1 staff there for extra support.

One of the double playground gates will be open for children and Reception parents to enter through. A member of staff will be supervising the flow at the gate.

We ask that you say goodbye to your children well in advance of ushering them through the gate, to avoid blocking the gate entrance.

Once your child has made their way through the gate, we request that you vacate the vicinity to enable other children access.

Children can and will be encouraged to place their bags in their class line as it has become a tradition to do so and then enjoy the freedom of the playground, where they will be supervised in the same manner as any playtime.

Unfortunately, the school bell is awaiting repair so the dinner bell will be rung at 8:55am and the children will line up in their class line as usual, where they will be greeted by their class teacher. School routines thereafter will continue as they have always done.

Reception parents will be admitted through the gate with their children and will be expected to line up outside the Reception classroom awaiting the door opening at 8:55am. After dropping off their children in the classroom, we request that these parents leave the school grounds as quickly as possible, walking behind the class lines gathering on the playground. If you have children further up the school, please do not be tempted to wait with them or distract them in their line.

### **Safeguarding**

As described above, we are stepping up our staffing ratio to allow for this new routine. There will be sufficient staffing levels to ensure that children do not leave the playground. Children will not be allowed, under any circumstance, to leave the playground, even if they are in our older classes, and they have forgotten something needed for the school day.

### **Communication**

Due to this new routine, we are initiating an additional communication avenue. As parents will be unable to catch their class teacher for a quick chat first thing in the morning, we request that you relay this short communication to one of the office team who will note this down on a newly created memo sheet. This memo will then be disseminated to the class teacher after registration, where they will act upon the information in the same manner as always.

In the event that there might be a few teething problems, we request that you remain calm and polite to the members of staff on duty whilst we embed these new routines. Thank you.

Yours sincerely,  
Ickleford Staff

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