



# West Green Primary School

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Headteacher: Mr A Hodgson BA (Hons)PGCE

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4<sup>th</sup> November 2021

Dear Parents and Carers,

Many thanks to those of you who responded to our online survey about the timing of the school day and lunchtime. Thank you also to those of you who spoke to us in person or emailed in your ideas regarding this. We also consulted all the staff to get their thoughts and the school governing body have discussed and approved the resulting outcome.

We have carefully weighed up our options, taking into account the recommended amount of time children need to be in school, everyone's views, and what we think is best for the children educationally.

What we have decided is:

- **At the start of the day the school gates will open at 8:30am**
- **The classroom doors will open at 8:45am**
- **The children will be expected to be in school by 8:55am**
- **At the end of the day the school gates will open at 3:05pm**
- **All children will finish at 3:15pm**

**This will start from Monday, 8<sup>th</sup> November 2021.**

**Sports club times will be unchanged.**

In particular, this allows parents who have children in both upper and lower parts of the school to not have to wait around in between collecting children. I'm sure that those of you who spoke to us about this will appreciate this change as the colder weather sets in.

Younger children will now have an afternoon break.

Caterpillars Nursery are aware and will adjust collection of children for after school care accordingly.

If any parents or carers are inconvenienced by the change and have made plans that involve collecting younger children at 3:00pm, we will allow early pickup in Reception, Year 1 and 2 until the Christmas Holiday **if strictly necessary**. Please talk to the class teachers if this is the case so that they can plan accordingly. From January 2022, all children will need to be collected at 3:15pm.

Kind regards,

Mr A Hodgson  
**Headteacher**

Mrs J Wilson  
**Chair of Governors**