



Sacred Heart Catholic Primary School and Nursery
Headteacher Mr C Beazeley
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Thursday 2nd May 2024

Dear Parents/Carers,

We hope this letter finds you well. We are writing to inform you about an important update regarding the morning routine for our pupils at Sacred Heart Primary School.

Starting from Tuesday 7th May all pupils from Reception to Year 6 will be required to walk directly onto the playground when the school gates open at 8:30 am. To facilitate this new procedure, we kindly ask that parents drop off their children at the atrium doors. Our school staff will be present to ensure the smooth transition of pupils from the atrium directly to the playground.

This new protocol aims to promote independence, timely arrival, and a positive start to the school day for our students. By encouraging pupils to proceed to the playground promptly, we aim to instill a sense of responsibility and preparedness among our pupils, setting a positive tone for the day ahead. The gates will close at 8:40am and all arrivals after this time must enter via the school office.

We understand that this change may require some adjustment for reception families, and we appreciate your cooperation in supporting this new arrangement. Should you have any concerns or queries regarding this change, please do not hesitate to contact the school office, where our staff will be happy to provide further assistance. If you need to pass messages to the classroom staff this can be done via the school office.

We believe that by working together, we can create a safe and structured environment that benefits the development and well-being of all of our pupils. Your ongoing support and collaboration are invaluable in ensuring the smooth operation of our school community.

Thank you for your attention to this matter. We look forward to your cooperation as we implement this new initiative for the benefit of our students.

Yours Sincerely

Mrs E Crabb
Deputy Headteacher

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