



UPTON JUNIOR SCHOOL

Executive Headteacher: Mrs M Lewis

Heads of School: Miss D Arthur (Lower School) & Mr D Walker (Upper School)

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Part of The Viking Academy Trust

Dear Year 3 Parents / Carers,

First things first... Big sigh of relief - you have survived your child's first day at Upton!!! We knew the children would be absolutely fine, the parents however...!!!

The Year 3 teachers and teaching assistants are delighted with our brave, confident new 'Uptonians'. All of the children have been extremely polite and well behaved. They have spent their first day with us making new friends and being shown the 'Upton way' of learning and behaving.

I wanted to clarify the start and end of the day routines. As you are aware, today the children remained on the playground until 8:50am and then lined up with their teacher. As of tomorrow - Wednesday 6th - our usual routine will begin.

Start of the Day Routine:

- ✓ School opens at 8:40am
- ✓ Parents remain at the school gate, whilst children come straight on to the far playground and enter the school building via the 'Year 3 door' (straight in to the Year 3 corridor)
- ✓ Early learning activities are set for the children during this time
- ✓ Children are to enter their class via the Year 3 door up until the 'official' school start time of 8:50am
- ✓ 8:50am - register taken
- ✓ Pupils arriving after 8:50am enter the school via the school office
- ✓ Parents wishing to arrange to speak to teachers or enquire about a school club, pay dinner money etc. are welcome in to the school office (following the signposts to the school office)
- ✓ Members of the Leadership Team and Ms Danson & Mrs Turner (Learning Mentors) will be on the playground from 8:40am daily to talk to parents and support children at the start of the school day.



End of the Day Routine:

- ✓ Parents/carers are invited onto the school premises at the end of the school day after 3pm.
- ✓ Please follow the pathway in front of the swimming pool to the back of the school building and turn left to lead you to the Year 3 classrooms, (There are signposts leading you in the correct direction).
- ✓ Parents/ carers are asked to wait outside the correct classroom door for the child/ren (Classrooms are visibly labelled with the colour class).
- ✓ Children are dismissed formally by their teacher at the classroom door.
- ✓ Children will remain in the classroom until their adult collects them.
- ✓ When you have collected your child/ren please exit via the school playground. (There is a one-way system in place).
- ✓ If you would like your child to walk home unaccompanied, or they will cycle or scoot, or you meet them just outside of school - we ask that you complete a form from the school office (also available on the website) which gives permission for us to release your child at the end of the day
- ✓ If your child is not collected by 3:30pm they will be brought to the school office and will need to be collected from there.
- ✓ We understand there may be a rare occasion where parents are held up by traffic or an emergency has occurred delaying you collecting your child. We ask that if you are running late that you let the office know.

Children not collected after 3:40pm will be placed in our 'Upton Ship After School Club' - which will incur a charge, the amount depending upon the length of time the child remains at the club.

If you are ever in doubt and unsure of routines and systems in place, please do not hesitate to ask.

With my best wishes

Miss D Arthur

Head of School