



# UPTON JUNIOR SCHOOL

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## Dear Year 3 Parents

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 - Tuesday 8<sup>th</sup> - 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 'red door' (straight in to the Year 3 corridor)
- ✓ Early learning activities are set for the children during this time
- ✓ Children to enter class via the red door up until 'official' school start time 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:

- ✓ The bottom playground (nearest to gates) has class coloured markers signposting where the children line up at the end of the school day.
- ✓ Parents are invited onto the playground at the end of the school day - gates open after 3pm.
- ✓ Parents are asked to wait behind the playground line (parents usually find a 'spot' that will become the pick-up meeting place)
- ✓ Children are dismissed formally by their teacher and will remain with them until their adult collects them
- ✓ If you would like your child to walk home unaccompanied, or they will cycle, 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
- ✓ Staff remain on the playground until 3:30pm. Children that haven't been collected by this time will be taken to wait inside the school (by the fish tank)
- ✓ Parents are asked to come to the school office to then collect their child.
- ✓ 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

Mrs Lewis  
Headteacher