



## ARTHUR BUGLER

Primary School

Thursday 15<sup>th</sup> October 2015

Dear Parents/Carers,

I am writing to outline a few arrangements for the start and end of the day starting on Monday 19<sup>th</sup> October 2015:

The gates will open at **8.40am**. Doors open at **8.45am** with registration closing at **9.00am**.

	<b>Drop Off</b>	<b>Collections</b>
<b>Class 1</b>	EYFS door	EYFS door
<b>Class 2</b>	EYFS door	EYFS door
<b>Class 3</b>	KS1 door (the same door they leave from at the end of the day)	KS1 door
<b>Class 4</b>	Classroom door	Classroom door
<b>Class 5</b>	Classroom door	Classroom door
<b>Class 6</b>	Classroom door	Classroom door
<b>Classes 7 / 8</b>	Gate by old Junior School Entrance	Exit doors either side of the new office
<b>Classes 9 / 10 / 11 / 12 / 13 / 14</b>	Gate by old Junior School Entrance	Gate by old Junior School Entrance

Staff will be on hand at the start and end of the day to point you in the right direction.

The drop off will still be in operation. Children in KS1 will enter the school using the old Infant school entrance while children in KS2 will walk to the KS2 entrance.

Any child arriving after **9.00am** will be required to enter the school via the main office and will be given a late mark.

I am sure this will take some time to get used to but your help and support will be appreciated.

Yours Sincerely,

Mr. J. A. Bryant  
Headteacher