

Monday 2<sup>nd</sup> September, 2024

## Welcome Back, Almost!

Dear Parents/Carers,

We're really looking forward to welcoming you back on Wednesday (04/09/24). I wanted to write to introduce myself, and to share some information that you, hopefully, will find useful.

Following my appointment as Headteacher, I managed to spend the last four weeks of the year at Knowleswood. It was nice to be able to meet the team, pupils and some of you before the summer. It also meant that I had a chance to make a plan for the coming year

I'm looking forward to meeting you and getting to know you and your children.

### Breakfast Club

Breakfast Club will continue to run as before the summer break, but we're going to need your help to make it run smoothly. We would be really grateful if:

- You drop your child at the breakfast club door, and ensure they have been received by an adult, and have signed in, before you leave the site. They are not in our care if you don't ensure they're handed to a colleague.
- The door will be open at 8am, and will be closed to all arrivals promptly at 8:20am
- If you arrive after 8:20am, you will need to make your way to your child's class drop-off door and wait for the door to open.

Thanks for helping us with this.

### New Barrier

We have had difficulty with parents/carers driving down the school drive and blocking the gates in a morning and after school. This is dangerous for children and families on the roundabout, and blocks access in case of emergencies.

We have asked on many occasions that cars are not brought on the site, and we are still finding this difficult.

To better manage access, we have installed a barrier at the top of the drive, and this will be locked and managed at the times below.

If you have a Government issued blue badge, you will be allowed down the drive, and passes will be given to parents/carers of pupils requiring access. Anyone who does not have a pass or blue badge displayed in their windscreen will not be given access to the site.

If you think you need a pass for your child, please contact the school office tomorrow (Tuesday 3<sup>rd</sup> September).

### School Times:

Time	Doors/Gates	
07:55	Back Gate Unlocked	Breakfast Club Access
08:00	Breakfast Club Doors Open	-
08:20	Side Gate unlocked	Key stage 1
08:20	Drive Barrier Locked	
08:30	Doors Open	
8.40	School begins	
08:50	Drive Barrier Opened	
11:20	Nursery Gate Attended	Nursery Pick Up
12:15	Nursery Gate Attended	Nursery Drop Off
15:05	Site Unlocked	School Pick-up
14:45	Drive Barrier Locked	School Pick-up
14:55	Drive Barrier Attended	School Pick-up
15:10	School Closes	School Pick-up
15:20	Drive Barrier unlocked	-

We are really looking forward to seeing you on Wednesday; we will write later this week with dates for the term and any further updates.

Yours Sincerely,

*R. J. Lewis*

Mr Ryan Lewis  
Headteacher