

## St Mary's CE Primary School

Lodge Hill Road, Selly Oak,  
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Headteacher: Mr S Smith



15<sup>th</sup> October 2018

Dear Parents and Carers,

### **Changes to arrangements at the beginning of the day (Autumn 2018)**

We have been monitoring the beginning of the school day closely since we returned last month to establish whether the existing arrangements we had in place were adequate in the light of 420 pupils now being on site. As a result, we are introducing two changes to our current arrangements with both of these explained in detail below.

#### **1) Entrances into school for Years 3, 5 and 6 pupils (effective from Monday 22<sup>nd</sup> October)**

-3 Turtles will enter the building via the classroom door which leads directly from the playground.

-3 Whales, Year 5 and Year 6 pupils can enter the building via the entrance that is closest once they come on site. This can be either the stairwell door to the left of the Year 4 classrooms or the stairwell door currently used by Year 6 on the Frederick Road side of the site (just beyond the spiderweb and gazebo). Both of these doorways will be supervised by an adult.

-Entrance points for all other year groups remain unchanged.

-Exit points for all classes at the end of the day remain unchanged.

-Pupils who have a scooter or bicycle must store it in the shelter closest to the gate they have used to come on site and not take it through the cube.

#### **2) Entrance doors for all year groups will open at 8.50 (effective from Tuesday 6th November)**

-The register will still be taken at 9.00, the subsequent start to lesson times will remain unchanged as will timings for the rest of the school day.

-Breakfast snacks will be served between 8.40 and 8.50.

#### **These changes will enable:**

-Children to be dropped off earlier, so the number of people on the school site can disperse over a longer period of time.

-Parents with children in different parts of the building have more time to move from one area of the school to another.

-Crowding in narrow areas such as pathways, the cube and the Lodge Hill Road pedestrian exit to be reduced.

-The volume of traffic on local roads to be spread more evenly over a longer period of time.

**To make these arrangements work effectively, it is important that pupils who are on site at 8.50 enter the building promptly rather than remaining in the playground. This will allow parents and carers to leave the site as soon as possible.**

We know that the size and geography of the site will always pose challenges for us to manage but, given we have reached our maximum number of pupils and have a good idea of what this now looks like in practice, we can plan for the long-term and believe that these changes will have a beneficial impact at this very busy time of the day.

Yours sincerely,

Mr S Smith  
Headteacher