

Birdlip Lane, Kents Hill, Milton Keynes, MK7 6HD
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Website: www.kentshillschool.org.uk

Dear parents and carers,

We hope you and your families are well.

As we continue to return to normal procedures, we will be changing the arrival and drop off arrangements from Monday 20th September.

- ❖ There will be **no entrance** via the staff car park, as this will be locked to further enhance our safeguarding strategies.
- ❖ All children and parents must enter via the main school entrance gate and then walk along the path through to the **playground**.
- ❖ Early Years families will wait by the blue fence and gate, and staff will open the gate for entry into the area. Please do not enter before the staff open the area.
- ❖ Lions class (Year 1) will line up and enter through the right hand side green canopied learning area.
- ❖ Tigers class (Year 2) will line up and enter through the left hand side green canopied learning area.
- ❖ Once the gate is locked at 9:00am, all children should be in school and the only entrance into school will be through the main reception.

We are taking this opportunity to remind families that the register closes at 9:00am and after that, your child will receive a late mark in the register. We begin our school day, and learning, as soon as the children enter in the morning. This is a vital part of their daily routine. If this arrangement is proving difficult, with siblings at other schools, please speak to Mrs Armitage in the school office.

At the end of the day at 3:00pm:

- ❖ Early Years children will be released from their entrance door.
- ❖ Year 1 children will be released from their entrance door.
- ❖ Year 2 children will be released from the Year 2 side door, by the bike racks

The arrangements for drop off and pick up for Breakfast club and Care club, remain the same.

If there are any concerns regarding these arrangements, please contact the school office.

Thank you for your continued support.

Kind regards,

Jane Mackie
Headteacher
16th September 2021

Headteacher: Mrs J Mackie

Chair of Governors: Mrs J. Ives
Business Manager: Mrs D. Castle