

1 October 2018

Dear Parents,

It is a pleasure to see children and families back to school bustling through our gates full of tales of summer holiday adventures. Settling into a new class is always an exciting time and can also be a little daunting for children and parents too. This is why we are happy to guide parents in the initial stages in supporting their children back into school in an encouraging and hands on way. I would respectfully ask you now to support us by leaving your child with us in the following ways.

Morning drop off

School is open for your convenience at 8am. All aged children can be dropped off at the Infant Hall entrance between 8am and 8.15am. The children will be registered and supervised during this time. At 8.15am the children will be collected from the hall by a member of staff and taken to their form room where they will settle into the morning routine. Registration is at 8.40am and the gates will be closed.

If you arrive after 8.40am please go to the Infant Entrance (Reception to Year 2) and Junior Entrance (Years 3 to 6) where you will be received by our secretaries. Infants – acole@burygrammar.com and Juniors - ihinchliffe@burygrammar.com.

Reception: From 8.15am, please escort your child to the Reception entrance through the small gate in the EYFS area where you and your child will be greeted by Mrs Booth and Mrs Conn. Please use the message folder for any lengthy messages or email Mrs Cole or Mrs Booth.

Year 1&2: From 8.15am, please supervise your child to the Infant Hall entrance where they will be met by a member of staff, where we would ask that you leave your child at the Hall door and allow them to go inside independently. Messages for staff can be emailed or put into their message folder. The children will now be changing their reading books after they have been to the classroom.

Years 3 to 6: From 8.15am, girls enter the Junior building through the side entrance and should do so independently. We encourage junior girls to be more independent (this is very important for their development) and the girls should be delivering messages to their Form Teachers or Mrs Hinchliffe themselves.

Messages: Of course, we understand that there will be times when a message needs to be delivered by an adult and in these circumstances please either see in person Mrs Cole (Infants) and Mrs Hinchliffe (Juniors) or email. Form teachers are also happy to receive emails but please be aware that these are attended to outside of teaching time.

Collection

Please ensure that if you wish your child to be collected by another adult you have advised Mrs Cole or Mrs Hinchliffe prior to collection.

Infants & Juniors: The Infant and Junior car park will be open from 3pm. Infant gates will be open as usual at 3.15pm. The form teacher will ensure your child is safely handed over to the appropriate adult in the Kindergarten playground. At 3.30pm the Junior staff will hand over the junior girls to the appropriate adult in the Junior playground. Any children not collected will be taken by the staff to our late rooms and subsequently After School Clubs. After extra-curricular clubs and activities children will be handed over in the same manner at the designated finish time for the club.

Mobile phones

May I also take this opportunity to remind parents that mobile phones should not be used on our premises. It is our duty as staff to ask you to put away any devices so please do not be offended should the need occur. I appreciate this may be an inconvenience but I hope you are supportive in our efforts to maintain the safety of our children.

Thank you in advance for your support with our arrangements for the start of the school day. We understand this is a busy time for parents and pupils alike and hope this will clarify our procedures now the school year is underway.

Please find attached a list of email addresses for your convenience.

Yours sincerely,



Mrs Howard

Head of the Junior (Girls), Infants and Kindergarten

Email addresses:

Mrs Howard – Head of the Juniors (Girls), Infants and Kindergarten	choward@burygrammar.com
Mrs Booth – Reception	kbooth@burygrammar.com
Mrs Tracey – Reception	rtracey@burygrammar.com
Mrs Bye – Year 1	abye@burygrammar.com
Mrs Aylin – Year 1	saylin@burygrammar.com
Mr McGadie – Year 2	rmcgadie@burygrammar.com
Miss Bird – Year 2	kbird@burygrammar.com
Mrs Daley – Year 3, Deputy Head	jdaley@burygrammar.com
Mrs Scourfield – Year 4	hscourfield@burygrammar.com
Mrs Hill – Year 5	shill@burygrammar.com
Mrs Gray – Year 5, Deputy Head	fgray@burygrammar.com
Mrs Hankinson – Year 6	rhankinson@burygrammar.com
Mrs Woodhead – Year 6	kwoodhead@burygrammar.com
Mrs Cole – Infants	acole@burygrammar.com
Mrs Hinchliffe – Juniors	ihinchliffe@burygrammar.com
After School Club	asc@burygrammar.com

Headmistress: Mrs Jo Anderson BA PGCE MEd
Head of the Infant and Girls' Junior Schools: Mrs C Howard MCIPS BSc PGCE
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