



St. John's CE Primary School

Growing and learning together
Sharing the love of God

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11th September 2019

Dear Parents/Carers,

Reception 'drop off' procedure

Thank you for working in partnership with us in helping your child to transition into 'big school'; we are so pleased with how quickly the children have settled in. They are becoming more independent each day and we really feel like we are getting to know them.

In order to make our morning drop off time run smoothly and to support the children to separate well from parents we will be asking parents to drop their child off at the wooden gate by the Reception Classroom, rather than coming into the classroom with their child each day. Mrs Coyle will be at the wooden gate to greet yourself and your child and you will have the opportunity to let us know any messages/information as normal (e.g. if someone new is collecting your child). Your child will then need to go to Miss Ayling or Mrs Haskins in the Reception Class cloakroom and they will be helped to hang up their coat, put away their book bag, etc. At approximately 8:55 Mrs Coyle will take the register – if you arrive after this time then please sign your child in at the school office. Please chat to your child about this change so that they know what to expect.

We feel that this system of drop off at the wooden gate will enable all of the children to separate more easily from parents and will ensure that parents who need to get to work can do so on time, rather than feeling pressured to stay with their child until register time. We would like to start this new system as of Friday 20th September 2019.

Thank you for your continued support.

The Reception Team.



Diocese of Salisbury
Academy Trust

'Beyond expectations for all of God's children'