



Gallions Primary School
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Tuesday 4th September 2018

Dear Parents/Carers

Changes to the School Day: Morning Arrivals

On behalf of all the staff at Gallions, I would like to extend a warm welcome back to all our families. From this year, commencing on **Wednesday 5th September**, we will be making the following changes to the morning arrival routine for children in Years 1- 6 (Key Stage 1&2):

- Following the playground bell, all classroom doors will open at 8:40am
- Children should make their way directly into class where their teacher will greet them and help them settle on to the carpet/with early morning work
- During this time, Class and Year Group Teaching Assistants will be available at the classroom door/in the playground to assist with any queries or messages
- At 8:45am all classroom doors will be closed and the register will be taken

Please keep in mind that if you wish to speak directly with your child's class teacher you should do so at the end of the school day or at an arranged time if a longer meeting is necessary. Alternatively, senior leaders will be available in the playground every morning to provide any help needed.

Thank you for your support with these changes; I hope you will agree they will aid a prompt and calm start to the school day, helping us maximise learning time for all our children.

Please do come and speak to myself or a senior leader if you have questions.

Yours Sincerely

Ms S Hussain
Head Teacher

