



Dear Parents,

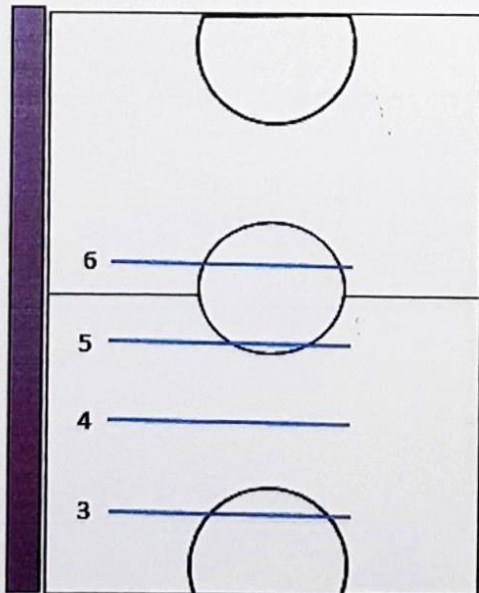
I am writing to let you know of a few minor changes to how we organise the start of the school day for pupils in Key Stage 2 (years 3/4/5/6).

From Monday 8th October all key stage 2 pupils will be met on the lower playground at 8.50 am, where they will be escorted into school by the class teacher.

Year 5/6 will line up at 8.50am and be collected, they will then place their bags and coats in the usual place and enter via the door closest to here, as they do now.

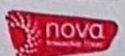
Year 3/4 will line up and be collected at 8.50am, they will then be escorted through the side door closest to the dining room and they will then place their bags and coats in their own cloak room.

There will be markings on the ground and the children will have been shown where exactly they need to line up. The lines will be on the court at the bottom i.e.



Firbeck Academy | Firbeck Road, Wollaton, Nottingham NG8 2FB
Telephone: 0115 915 5739 | Email: admin@firbeck.nottingham.sch.uk | Website: www.firbeck.org.uk
Executive Head Teacher: **Helen Duffy** BA (Hons), QTS, NPQH | Head of School: **Jason Osprey** BA, DipTchg, NPQH

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Please ensure that your child arrives on time. If the class have already been met, your child will need to enter the school via reception.

Children in Early years (Nursery and Reception) and KS 1 will continue to come into school as they do now. Please ensure that all pupils are at school for 8.50am.

Thank you for your patience and understanding. We are making these changes to try and improve the flow into school and speed up the morning routine, allowing us more time for teaching and learning. If you would like to speak to your child's teacher, please make an appointment to see them on the yard or at the office, rather than in school. As always they will be more than happy to meet with you.

Many thanks,

Mr. J Osprey
Head of School

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