



ST JAMES

C.E. PRIMARY SCHOOL

DREAM • BELIEVE • LEARN • ACHIEVE

Headteacher: Mrs Lisa Belfield

CEO: Canon Jill Pilling

St James C.E. Primary School

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"With God, there is no limit to what you can do. There is no obstacle you can't overcome. Through Him all things are possible." Matthew 19:26

Wednesday 11th September 2024

Dear Parents/Carers of children in KS1 and KS2,

From tomorrow morning we are changing our morning routine. Instead of children coming in through door 1 (junior door with Mrs Belfield) or door 3 (infant/class 6 door with Mrs McKinnon), we will now be using more of the doors around school for morning drop off. This is to reduce congestion on our school paths and create a calmer entrance into school.

The children have practised this today with their class teacher, so may have come home talking about it already. Children will be expected to go to their new drop off place and wait for their class teacher who will arrive just before 8:40am. We will ring the school bell at 8:40am and children will be expected to be in a line ready to go into school, with their teacher.

A reminder that school opens at 8:40am so that learning can start at 8:45am.

Teachers will take their classes into school when the bell has rung. Doors will close when the last class has gone into the building. Children who arrive after their class has entered the building, will have to go through the school office. Children who arrive after 8:50am will be marked as late.

Please note the new drop off places below:

Classes	Door Number	Location
3	4	Same as where they are collected at home time
4 & 5	5	On the KS1 (back) playground. Where Class 4 are collected at home time
6	6	On the KS1 (back) playground. Where they are collected at home time
7 & 8	3	Next to school field, large flagged area, where Mrs McKinnon usually stands
9 & 10	Modular Classroom	On the main playground, as per the past few mornings
11 & 12	1	Top of the path that is next to the car park (near the bin store)

Please also note that home time routines are NOT changing.



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Myself, Mr Booth, Mrs McKinnon, Mrs Nuttall and Miss Walton will all be around in the morning if you need any assistance. We operate an open door policy at St James and you are welcome to arrange to speak to your child's class teacher whenever you feel is necessary. However, in a morning, teachers will have to get their classes inside as soon as possible so that they can start learning at 8:45am. Therefore, if you do need to speak to your child's class teacher, you will be best doing this at home time. Alternately, please inform the school office and they can pass a message on. Staff such as myself, who will be outside to help in a morning, will also be happy to pass on any messages.

Please bear with us whilst we try something new. This system might work really well over the next couple of days or we may need to make some adjustments where necessary. We really appreciate your patience with this.

Yours sincerely,

Mrs L Belfield
Headteacher



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