



Lunsford Primary School

22 October 2021

Dear Parents,

Term 1 has begun and has now ended in a blink of an eye. It has been wonderful to have the children back and we now look forward to the excitement of moving into our new school buildings in Term 2. We have shown the children their classrooms and talked to them about the arrangements for next term.

I am so sorry I have not been able to show parents around our new school buildings. I had planned to run some open afternoons showing you all around but it has been impossible to do this due to the overrunning of the project, which has been out of our control. We were supposed to have a handover on 13th September but the handover happened late this week. I also apologise again for the late notice for the exceptional day on Monday 1st November, but we have been in consultation regarding that since May this year!

You have all been so supportive and I would like to thank you so much. The children have been excited about the new buildings and are looking forward to moving in! The team here and our Governors have been nothing short of amazing. It has been a huge challenge to say the least. Moving into a new building means changes have to occur. They have all been carefully considered and some may be unpopular, but as with everything we make decisions ultimately for the best intentions for the children.

As of Tuesday 2nd November, the main entrance green gate at Swallow Road is no longer to be used by parents or children to access the school. The side gate too will be locked as well. I am really sorry for the inconvenience this may cause you. This entrance will only be used by staff to park on the Junior Playground, for essential deliveries to school and it will be predominantly for construction worker access. It is therefore vital for the safety of all our children and parents that you do not use this entrance.

Access to Lunsford Primary School will be from the Brookfield entrance gates, as well as the gate at the top of the field. As you already will know, there is now a path and lighting bollards directing you to our new school site. We have been in consultation with Brookfield about the timings of our school days as well as discussing having the Road Crossing Patrol Officer extend her working day to accommodate the staggered starts and drop offs for the safety of the children.

Headteacher Mr G Anscombe BA (Hons) PGCE NPQH

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Below are the timings for each year group:

Timings of the School Day – from November 2021

Start of the day

EYFS	8:30	Via gate (Emergency Vehicles only) by Panda class
KS1 - Y1/2	8:30	Via main gate by Office
LKS2 - Y3/4	8:40	Via main gate by Office
UKS2 - Y5/6	8:40	Via fire exit gate by Y5/6 class (top end of the field)

If Panda Class have a sibling in Year 1 or Year 2 parents will be able to drop their Year 1/2 children at this gate also. A member of staff will be on each gate and will be able to pass on any messages needed. If your child is late, please bring them to the School Office, who will then arrange for them to be taken to class.

Drop off protocol

Gates onto the actual school site will be opened at the above time. It is therefore very important that you drop off as near to your time as possible. It will be parent's responsibility for their children until the gate is open. Once the gates are opened, we will welcome the children into school and they will go straight to their classes. Parents will not come onto the school site at drop off or pick up time. There physically is not enough room and there would be considerable amount of congestion.

If you need to speak to the class teacher at the beginning of the day, please send a message via Class Dojo or the School Office or you can speak to a member of the Senior Leadership Team.

Pick up Protocol

End of the day

EYFS	3:00	Via gate by Panda class
KS1 - Y1/2	3:00	Via main gate by office
LKS2 - Y3/4	3:10	Via main gate by office
UKS2 - Y5/6	3:10	Via fire exit gate by Y5/6 class

If Panda Class have a sibling in Year 1 or Year 2 parents will be able to pick up their Year 1 / 2 children at this gate also.

Teachers in Year 1/2/3/4 will take the children out of the main gate where the Main Office ramp is to hand over to parents to make it smoother and quicker for you to collect your child/children. It is therefore important that you keep this area clear so we are able to do this. Thank you for your understanding in this matter.

Teachers in Year 5/6 will see the children out of their top gate to their parents/ carers.

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Bikes and Scooters

Children can travel to school on their bike or scooter but they must be able to wheel it onto school grounds independently where we can arrange for it to be safely stored.

PE kit and uniform – important change

On days that your child has PE they are to come into school wearing their PE kit for the whole day similar to Forest School. As a reminder to parents, for PE children are allowed to wear jogging bottoms or leggings with their PE T shirt and their school jumper, especially in these colder months. Children are allowed to wear their trainers on their respective PE days. Class teachers will inform you of the days your child has PE as they already do for Forest School. Therefore, from Term 2 no PE kit will be kept in school.

A reminder of our expectations with regard to school uniform. This includes black school shoes; trainers are not permitted unless on PE / Forest School days or in exceptional circumstances following a discussion with either myself or Mrs Lomax or Mrs Davies. Hair should be tied up if longer than collar length. Any hair accessories should be discreet, not brightly coloured and jewellery should not be worn with the exception of small studded earrings which should be removed for PE days and Forest School days, junior children may wear watches (no smart watches permitted). Thank you for your help and support in reinforcing these regulations with your children.

Hope you all have a lovely half term. Thank you again for all your support, particularly over the past 18 months. We look forward to seeing you and the children back at school on Tuesday 2nd November.

Best wishes

Mr Anscombe
Headteacher