



Windmill Hill Primary School

4th September 2018

Dear Parents and Carers

Arrival and Departure from School

Welcome back to school and I hope everyone has had a lovely summer!

Please see the instructions below regarding your child's arrival and departure from school.

With immediate effect, all classes from Year 1 to Year 6 must enter the school building through the rear entrance, unless they are attending Breakfast Club. The rear door will be open from 8.50am.

Reception class will enter and exit through their own class door.

At the end of the day, Mrs Guttridge's class and Mr East's class will exit school through their own class doors. Years 3, 4, 5 and 6 will use the rear school door.

Due to health and safety, the Fire Exit doors in Mrs Drinkwater's class and Mr Stoddart's class will not be used for entering and exiting school. Please can all parents and carers who have children in these classes, collect their children on the main school playground. As these doors are Fire Exits, they must be kept clear at all times.

No parent is to enter the school using the rear door. If you would like to speak to your child's teacher, please speak to the school office to arrange an appointment. Teachers will not be available to speak to parents after 8.45am in the morning, as they are busy preparing for lessons.

School starts at 9.00am and the school day ends at 3.00pm.

If you have any queries, please do not hesitate to contact me.

Kind regards

Miss P Newman
Headteacher