Dear Parents and Carers,

From September, there is a requirement for primary schools to have a 32.5 hr school week. Our school timetable is, at present, slightly under this at 31 hrs and 40 mins per week.

To meet this requirement, we propose to change the timing of the school day for Reception to Y6 to 8.45am (from 8.55am) to 3.15pm. This will extend each day by ten minutes and make a total of 32.5 hours each week.

As the doors currently open at 8.40am and the majority of children arrive then, this is the least disruptive option for families as it will not impact on after school collection arrangements.

The day will look like this:

8.40am - classroom doors open as usual

**8.45am - all children should be in their classrooms by this time**

8.50am - playground gates will close - children arriving after this time should enter via the main entrance and will be marked with a late code.

3.15pm - the School day ends as usual.

Little Oaks and Nursery will continue to have separate session times.

These new arrangements will start when school returns on Monday 4th September. **However, as doors currently open from 8.40am, you may wish to start arriving earlier from now to be ready for the change.**

If you have any questions, comments or concerns about this proposal, please do contact me via the school office.

Kind regards,

Mrs Hignett

**Headteacher**