

St Ann's RC Primary School
Derbyshire Lane, Stretford,
Manchester, M32 8SH
0161 865 7705 /1131

4th July 2019

Dear Parents/Carers,

I am writing to inform you that some exciting building work will be taking place during the summer holidays to make some big improvements to our Reception outdoor area.

However, this means that we will need to make some changes to our start and end of the day procedures to ensure the equipment being installed is only being used during the appropriate times of day.

The following procedure changes will be being made:

Nursery:

- The Nursery children will **continue** to come into school through the main Nursery doors in the morning.
- The Nursery children will be dismissed by the teacher through the doors of the Nursery classroom (via the shutters on Nursery playground).

Reception:

- The Reception children will no longer come into school or be dismissed from school via the Reception playground.
- The Reception children will come into school and be dismissed from school by the class teachers via the main Nursery door. (Blue doors at the front of the school building).

Year 1:

- The gate to the Reception playground will be locked at the start and end of each day. Once the bell goes, the Year 1 teachers will unlock the gate for the children to enter and be dismissed from school.

These are necessary changes that need to be made to our procedures to ensure the safety of all children and also to preserve the quality of the new equipment installed so it is kept in the best possible condition.

In order to ensure these procedures are in place for September, we will be trialling these from the start of next week. This will allow us opportunity to take note of any problems which may occur and make necessary amendments if needed before September.

Thank you for your co-operation.

Mrs Taylor

Early Years Foundation Stage Coordinator