Dear Parents and Carers, 1st September 2021

Welcome to the first letter of the new school year! On behalf of Mrs. Sherlock and myself we trust that the summer holidays have given you some very enjoyable family time together and now the children are refreshed and ready to begin their new year at Heene!

The purpose of this first letter to you is to welcome you to our new school year, to introduce you to Mrs. Sherlock (our new co-headteacher) and to confirm with you the start of year arrangements ahead of the first day of term on Monday 6th September.

**A brief introduction from Mrs Sherlock:**

*“I wanted to start by saying how delighted I am to be part of the Heene Community. I have worked in schools for over twenty years; most recently, as the headteacher at Eastbrook, in Southwick. As more of the Coronavirus restrictions have now been removed, I am really looking forward to meeting everyone in person and getting to know you and your children.”*

**When will both Headteachers be in school?**

Mrs Sherlock will lead the school on Mondays, Tuesdays and Wednesdays.

Miss Waelend and Mrs Sherlock will both be in school together on a Wednesday afternoon.

Miss Waelend will lead the school on a Thursday and Friday.

Miss Beer will be in school throughout the week from Monday to Friday.

**Start of Term arrangements for Monday 6th September:**

We want to keep the start of term arrangements as simple as possible, whilst continuing to follow the latest COVID 19 guidance that regularly comes to us from the DfE.

**Reception Classes:**

You will have already received information about the start of term routines and plans for your children, which will inform you of the times your children will be joining us at Heene. If you have any questions about that then please do contact our Admin Team at the school office either by email: [office@heeneprimary.co.uk](mailto:office@heeneprimary.co.uk) or call on **01903201386**

**Years 1-6:**

From Monday 6th September, we will only be using two entrances for the children to arrive and depart from school. These entrances will be those which are to be found on the left hand side and the right hand side of the school as you look at it from Victoria Park. The left hand entrance will be known as Entrance 1 and the right hand side as Entrance 2.

There will be staff on both entrances to support you if there is any uncertainty about where your child should enter the school. With the exception of Reception class, we are asking you please to drop your child at the entrance indicated above and not accompany them onto the school site. Again, there will be staff available to ensure the children find their way to their classrooms and settle into their class routines quickly.

**Times of the school day:** The school gates will open from 8.40am from which time the children will be welcomed into their classes. All children need to be in school and settled ready to learn by 8.50am.

**Collecting the children at the end of the day:**

**The school day will end for children in Reception to Year 3 at 3.00pm**. Parents and carers are invited to collect their child from the classroom door using your designated entrance with staff being on hand to direct you to the correct place.

**For Years 4-6 the school day will end at 3.05pm.**

**Children who do not have written permission to walk home alone (using the form provided) should be collected from their class door.**

If you need to speak to the class teacher please either, leave a message with the adult on the gate, contact the class email address or contact the school office.

The table below is designed to make this as clear as possible to all parents.

|  |  |  |
| --- | --- | --- |
| Morning Drop Off | | Afternoon Collection |
| Reception | Further details to follow as the children start school full time | Details to follow as the children start full time. |
| Year 1 | Children to be dropped at **Entrance 1** | From the classroom through **Entrance 1 at 3.00pm** |
| Year 2 | Children to be dropped at **Entrance 2** | From the classroom through **Entrance 2 at 3.00pm** |
| Year 3 | Children to be dropped at **Entrance 2** | From the classroom through **Entrance 2 at 3.00pm** |
| Year 4 | Children to enter school through **Entrance 1** | From the classroom through **Entrance 1- If they do not have written permission to walk home at 3.05pm** |
| Year 5 | Children to enter school through **Entrance 1** | From the classroom through **Entrance 1 – If they do not have written permission to walk home at 3.05pm** |
| Year 6 | Children to enter school through **Entrance 1** | From the classroom through **Entrance 1- if they do not have written permission to walk home at 3.05pm** |

**Meet the teacher meetings:**

We want to offer all parents an early opportunity to meet your child’s teachers and those who will be supporting them across the year group. Therefore we are inviting you into school to hear what the plans are for your child’s year group, how you can support them, what to expect from the year and to hear from the teachers, on the following times:

**Wednesday 8th September – 2.30pm** (just before pick up) Parents of children in Years 5 and 6

**Thursday 9th September -** **2.30pm** (just before pick up) Parents of children in Years 3 and 4

**Friday 9th September - 2.30pm** (just before pick up) Parents of children in Years 1 and 2

If you are unable to make any of these meetings, we will ensure the teachers send you the presentation that they will show parents and any other information that comes from the meeting at the time.

If you would like to attend one of the meetings then please just arrive at the front of the school at the entrance at which you drop off your children at 2.25pm, so that we can show you where to go. We look forward to seeing you there. Further information about PE days, homework and other expectations will be given to you at this time.

Finally for now, please remember that if you need to contact Mrs Sherlock or myself, the email address is [head@heeneprimary.co.uk](mailto:head@heeneprimary.co.uk).

With warmest best wishes

Miss Joy Waelend and Mrs Julia Sherlock