



St. George's Church of England Primary School *Learning for Life*

Headteacher – Mrs R Keitch

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16th December 2019

CHANGES TO ORGANISATION OF THE SCHOOL DAY - SPRING TERM 2020

Dear Parents / Carers,

Celebration Assembly (Star of the Week)

Friday's Celebration Assembly will now be held at **2.30pm**. If you receive a text message to inform you that your child will be in a receipt of the award, you will be reminded of this change.

Morning arrangements

In January we will be making a slight change to the arrangements for the beginning of the school day. Instead of playing on the playground before school, the children will come straight into their classrooms to get ready for the school day. There are several reasons for this change which we hope will make for a calm and prompt start to the day.

Timings will remain the same: the gate will open at 8.30am and close at 8.45am. Classroom doors will also be open between these times so that the children can enter as soon as they arrive on school grounds. Please note that children should enter the school building independently. Early morning work will be ready for them to start and the register will be taken at 8.45am.

123 Maths and tutoring groups will still take place as usual.

I would also like to take this opportunity to remind you of the following aspects of our Attendance Policy:

Punctuality

It is important for children to arrive at school on time in the mornings. Anybody arriving after 8.45am will be asked to enter via the school office and will be given a Late mark. Children arriving after 9.15am will be given an Unauthorised absence mark.

Absence

Parents are asked to notify the school on the first day of absence between 8:30 – 9:15 either by phone call to 01206 230305 or email to admin@st-georges-pri.essex.sch.uk. If the school has not been notified of an absence by 9:30am the school office will telephone home to ensure that the child is safe with a responsible adult.

Yours Sincerely

Mrs R Keitch