

# St Mary's C.E. Primary School

Rectory Gardens, London N8 7QN Tel: 020 8340 4898 E-mail: office@stmarysn8.co.uk

Headteacher: Jane O'Brien



15<sup>th</sup> December 2023

Dear Parents and Carers,

I am writing to you today regarding some slight changes to the start of the school day at Rectory Gardens and Church Lane, **which will come into effect on January 8<sup>th</sup> 2024.**

We have decided to make the following changes to:

- Improve punctuality
- Simplify start times and expectations for our families
- Reduce time lost in the school day that could be learning time for all

## Church Lane

The gate at Church Lane will close promptly at **9.00am** for all children. Anyone that is not in school at this time will be marked as late and have to use the entrance at the Main Office. The Nursery gate will also close at 9.00am so that we can ensure all late children are registered at the office. Previously there has been more flexibility.

## Rectory Gardens

Currently our gate opens at 8.30am and the start time for children in Years 5 & 6 is 8.30am, whereas the children in Years 3 & 4 have a start time of 8.45 am.

From January, all children at Rectory Gardens will have the same start time of 8.45am, which is the start of the school day and the time by which children need to be in the class ready to learn.

We know that our parents like having a soft start to the day so that they can visit their child's classroom and speak to the class teacher, therefore the gate will open at 8.35am, giving ten minutes before the start of the school day to allow for this.

See below for new timings:

Years	Soft Start	Register	Finish
3/ 4/ 5/ 6	8:35am	<b>8:45am</b>	3:15am

Please share these changes with anyone that drops off your child at school and with children that travel to school on their own.

I have also attached our Attendance & Punctuality Leaflet for your reference.

If you have any questions, please do not hesitate to speak to myself or a member of the senior leadership team.

Kind regards,

*Jane O'Brien*

Jane O'Brien  
Headteacher