



WILLIAM HARDING SCHOOL

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Head Teacher: Miss T Cotchin BA(Hons) PGCE NPQH

1st December 2022

Dear Year 1 and 2 Parents,

Re: Updated Key Stage 1 Entry Procedure

Now that the children are growing in independence, have settled into their routines in class and the weather is becoming colder, we will be changing the KS1 entry procedure.

Children will be dropped off by their families and caregivers at the Key Stage 1 in gate and will independently walk down to their classrooms. Class teachers will meet the children in their classrooms and begin morning work. The route to classrooms will be fully supervised and staff will be on hand to support children who find the transition difficult. Entrance timings will remain the same – 08.30 - 08.40 for Year 1 and 08.40 - 08.50 for Year 2.

Exit procedures and timings for pick up at the end of the day will continue as before.

In order to prepare children and families for this change in Spring 1, we will be trialling the new procedures on the last two days of Autumn term – **Monday 19th December** and **Tuesday 20th December**.

If you have any messages you need passed to your child's class teacher, please continue to email via office@williamharding.school.

Thank you for your continued understanding and support in developing the children's independence.

Kind regards,

The Year 1 and 2 Teams

Our School Values are: Inclusion, Perseverance, Honesty, Respect, Responsibility and Collaboration.

