

FROM MONDAY 27th APRIL - CHANGES TO MORNING ARRIVAL ARRANGEMENTS.

Dear Parents and Carers,

As always, thank you for your continued support and partnership with our school. We truly value the positive relationships we build with families and know that strong communication is key to helping every child thrive.

We would like to take this opportunity to remind parents and carers of the importance of maintaining direct lines of communication with your child's class teacher and teaching assistants. These members of staff work closely with your child every day and are best placed to support their learning, wellbeing and individual needs. Open, timely communication enables us to address any concerns quickly and ensures your child receives the right support.

As a gentle reminder, in the first instance, any concerns or complaints should be raised directly with your child's class teacher. They are usually able to resolve matters swiftly and effectively and are best placed to do so.

To further support communication, we are introducing a small change to our morning drop-off procedures, which we hope will make it easier for parents and carers to speak directly with class teachers when needed.

Morning Arrival Arrangements

School gates will continue to open at 8:40am as usual.

Seahorses (Nursery and Reception) and Sea Lions (Year 1 and Year 2)

Parents and carers are asked to walk their child directly to the external classroom door (the same door used for end-of-day collection).

The class teacher and the Early Years and Foundation Stage team will be ready and waiting to welcome you. This will allow for a clear and thorough handover should you need to share any information or have a brief discussion before the school day begins.



The Ingoldmells Academy is part of the Greenwood Academies Trust

Dolphins (Year 3 and Year 4)

Children may continue to walk into school independently, via their **external classroom door** (the same door used for end-of-day collection. However, if you wish to speak to the class teacher, you are very welcome to walk your child to the classroom door in the morning to have a quick chat at drop-off.

Tiger Sharks (Year 5)

As you know, Tiger Sharks don't have an external classroom door. Children may continue to walk into school independently; **via the same door they are collected from at the end of the day.** However, if you wish to speak to the class teacher, you are very welcome to walk your child to the classroom door in the morning to have a quick chat at drop-off.

Blue Whale (Year 6)

Drop-off arrangements will continue as usual, with no changes at this time.

We recognise that previously opportunities for brief conversations were sometimes missed if teachers had already gone into class. We hope these revised arrangements will support improved communication, ensure important messages are shared effectively, and help us continue to address any concerns promptly and directly with the class teacher.

Thank you, as always, for your cooperation and continued support. If you have any questions about these arrangements, please do not hesitate to speak to a member of the team.

Warm regards,

Miss J Howden
Principal