



# Wyken Croft Primary School

Wyken Croft  
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Headteacher: Mrs G. Franklin

8<sup>th</sup> September 2022



Dear Parents/Carers

Prior to the holidays, we wrote to you to outline our arrangements for drop off and collection including timings of the start and end of the day. Thank you to everyone for their support with this and we have had a positive start to the new school year.

Further to our letter on Tuesday, we wanted to confirm that the main school entrance remains as a one-way system and staff will be available at the front of school every morning and end of day to help you with this. Please see below for the times that the classroom doors will be closed as well as the gates, to avoid any confusion.

## **Gates and Doors**

Gates will open at 8.30am each morning and be opened again by 3.05pm each afternoon, ready for you to collect child/children at 3.10pm.

Entrance and classroom doors will be opened at 8.35am and closed promptly at 8.50am. If you arrive at school after 8:50am, bring your child to the school office and sign them in on the screen. We will then take your child to their classroom. Please do not send children unaccompanied to the main office as they will be unable to sign themselves in on the Entrysign register. It is the responsibility of the adult who is accompanying your child to do this.

Classroom doors will remain open until 3.25pm and after this time, children will be taken to the school office for you to collect.

If you know you are running late to collect at the end of the day, please can we ask that you call the school office to inform us of this and who will be collecting your child/children.

If you need to report your child as absent, please can we remind you to use Studybugs via the App or online using their website to provide the reason for the absence. If you have any questions about this system, please do not hesitate to contact us.

We thank you for your continued support.

*G. Franklin*

Mrs G. Franklin  
**Headteacher**

