



19 July 2024

Dear Families

Changes to the School Day from September 2024

I am writing to you all following my letter dated 3 May 2024, in which we asked for your feedback regarding the proposed changes to the school day from September 2024.

I am now in position following the consultation period to confirm the following:

- All children to use the Swinnow Lane entrance at the beginning and the end of the school day. We will not be using any other entrances, and they will be shut. This has been reviewed following our recent Health and Safety audit that it is safest to have one entrance into school and out of school to ensure all pupils and families are welcomed into by members of staff.

This will also mean that the Swinnow Lane Car Park will be closed to staff and families from 8:20am (unless you have been provided with a school Parking Permit or have a government issued Blue Badge displayed).

For Nursery children who attend the morning session on a Wednesday and finish at 11:45am or attend the afternoon session and start at 12:45pm we will continue to use the gate on the Wellstone Avenue entrance, which will be manned at these times.

- School playground gates at the Swinnow Lane entrance will be opened at 8.30am each morning.
- School entrance doors will open at 8.40am.
- Class registers will at 8.45am and will close once the register has been taken. Any children arriving after 8.45am will need to go to the school office to sign in and will receive a Late mark on the register.

The impact of being Late!

- Gets the day off to a bad start and can put you in a mood.
- Can have a negative impact of children's self-regulation.
- May impact your child's confidence.
- Children miss vital learning at the start of the day.
- Disrupts the learning of others.

Being frequently late/collected early adds up to lost learning:

- Arriving/leaving 5 minutes late/early every day adds up to over 3 days lost each year.
- Arriving/leaving 15 minutes late/early every day is the same as being absent for 2 weeks a year.
- Arriving/leaving 30 minutes late/early every day is the same as being absent for 19 days a year.

Being on time is a good thing!

- Gets the day off to a good start with everyone in a positive frame of mind.
- Assist your child to make the most of their learning and sets positive patterns for the future.
- Assist children in developing a sense of responsibility both for themselves and for others.
- Assists your child to make and keep friends.
- Improves self-confidence.

Some things that may help:

- Help your child get everything ready the night before (e.g. PE uniform, school uniform).
- Allowing plenty of time to get to school.
- Make sure your child has breakfast or arrives at school in time for breakfast club.
- Help your child organise homework.
- Establish a good bedtime routine.

School attendance initiative

Government data shows that frequent absence from school has a negative impact on children's fundamental learning and this includes lateness. Core subjects are delivered at the beginning of the school day and therefore it is important for your child's development to arrive on time.

All schools in the UK have been given the same initiative for increasing attendance and will be adopting a more structured approach to ensure your child gets the best education possible for them to become successful in their future.

Early Collection

In the same way that lateness impacts learning, this too applies to early collection of children.

Our teaching staff structure the school day to ensure that all pupils have a varied and great range of lessons and knowledge delivered throughout the day. Early collection of pupils can have a negative impact on your child's understanding of key lessons as well as disrupt the learning of others.

Where we have been provided with proof that your child has an appointment, either a copy of a letter or screenshot of a text message, we will support this and help to get your child to the school office promptly, however we must ask that you try to obtain appointments outside of the school day.

Any children who are requested to be collected without proof of appointment or prior extenuating arrangement; this may not happen as promptly as you desire.

What if my child is unwell?

We understand that children are unwell from time to time and that it is not always easy to understand the guidance for whether to send your child to school.

Here is some NHS guidance to help families in making the decision as to whether your child is well enough to attend school <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If your child is too unwell to be in school, you MUST contact either the school office on 0113 2552526 or text 07891274260 prior to 8.45am. Failure to do so will result in your child receiving an unauthorised absence mark on the register until communication has been received.

If your child requires medication during the school day (which is to be taken more than 3 times a day) we will ask you to complete a permission slip in school providing your consent to our administration of the medication.

We would like to thank you all in advance for your support with this and for your understanding of how important the correlation between school attendance and education is.

Should you have any questions please email office@parkspringprimary.co.uk

Yours sincerely



Mrs R Horan
Headteacher