



# MICKLEOVER PRIMARY SCHOOL

Vicarage Road, Mickleover, Derby DE3 0EY  
Telephone: (01332) 514052 Fax: (01332) 523860  
Headteacher Mrs Lynne Gerver

10<sup>th</sup> February 2016

Dear Parents,

**When we come back after half-term, we will be trialling a new morning routine when the gates open at 8.45am in the morning.**

All children will go straight into school and their classroom when they arrive, as they would do on a wet day. This will hopefully make it easier for you when dropping off and allow the children to have a quiet, calm start to the morning.

If you have an infant child, please feel free to bring them round onto the playground and watch them go into school through their relevant door; however, please don't accompany them into the cloakroom as there isn't enough room. It is also a health and safety issue as we have to know which adults are in school at any one time. Mrs Coyle will be on the playground and I will be on the gate, so your child will not be able to come back out of school.

Junior children will continue to walk round unaccompanied, as they currently do.

Due to the new system, if you do need to see your child's class teacher, it will be best if you make an appointment through the school office for the end of the day, as the teachers will be supervising the children in the classroom from 8.45am and will be unable to talk to you. If it is just a quick message that needs passing on, either write a note in the home-school diary, or pass the message on to me or Miss Evans in the office. If you do come into school, please can you always do so via the main entrance, signing in as you do so - I'm sure you can appreciate that we have to be able to account for all adults on site from both a fire safety perspective and also safe-guarding of the children.

We will review the new system towards Easter and will let you know via letter if it will be continuing into the summer term.

Yours sincerely

Mrs Lynne Gerver  
Headteacher