



St. Michael's C.E. (A) First School

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Tuesday 25th July 2023

Dear Parents

I write to confirm arrangements for September for pupils.

All children start **back to school** on Wednesday 6th September as we have two staff INSET days on 4th and 5th.

Drop off and collection doors and times are detailed below and we ask that you stick as closely to these timings as possible so that we do not have more adults than necessary queuing.

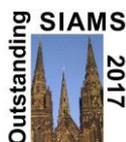
Year group	Door	Drop off time	Collection time
Nursery	Front Black door	8.50-9am	3.20-3.30pm
Reception		8.40-8.50am	3.15pm
Year 1	Main entrance via slope	8.45am-8.50am	3.15pm
Year 2		8.45am-8.50am	3.20pm
Year 3	Back gate, enter through pedestrian path out via car park*	8.45am-8.50am	3.25pm
Year 4		8.45am-8.50am	3.25pm

*Year 3 and 4 pupils to queue up the small path and along the pavement next to the school building keeping the car park gate clear for staff vehicles arriving

As in previous years, all children should be dropped off in the morning with their youngest school aged sibling (Reception upwards) at their door. We will however revert to having all pupils in Key Stage 2, collected from the back gate. This is to reduce the amount of lesson time missed by Key Stage 2 pupils who are currently leaving their room at 3:10pm even though their school day ends at 3:25pm. All Key Stage 1 children (Years 1 and 2) will continue to be collected with their youngest siblings. Nursery children should be dropped off and collected in isolation. Please see the scenarios below to support you:

Scenario	Child 1	Child 2	Child 3	Collection
1	Reception	Year 2	Year 4	2 younger pupils from black door at 3:15pm and older pupil from back playground at 3:25pm.
2	Nursery	Year 1	Year 2	Collect Children 2 and 3 from the slope at 3:15pm and Child 1 from the black door at 3:25pm

Service, Joyfulness, Courage, Kindness, Respect, Perseverance



Staffing

Details of teaching staff for September were published a number of weeks ago but we are now in a position to publish support staff information for the year ahead. You will notice that, from September, two classes will be served by one member of support staff. This reflects the outcome of a staffing reorganisation exercise that has been necessary given ongoing budget constraints. We highly value the work that our support staff do but sadly, we have been unable to maintain our previous levels of staffing, a position I know a lot of schools have found themselves in in recent years. A working party has developed new ways of working in September which will minimise the impact this has on pupils and staff. There are two notable absences from the list below: Mrs Axcell and Miss Dodd are both taking redundancy and will be leaving their Support Staff positions at October half term at which point we will mark their valued contribution to our school. Miss Dodd will continue to work in school in her other roles.

Year Group	Teaching Assistant	Additional
Nursery	Mrs Mayne, Miss Sheldon, Mrs Boulton	
Mrs Reception	Miss Jacks Mrs Fisher (1 afternoon)	
Year 1	Mrs Wootton	Mrs Farrington-121
Year 2		Mrs Stawicki-121 Mrs Fisher - 121
Year 3	Mrs Tarrier	
Year 4		

Other general reminders:

- Water bottles should contain water only- no cordial or flavoured water
- If someone other than those listed on your child's contact will be collecting your child, please let us know in advance
- All medical and dental appointments should be taken outside of the school day where possible
- All absences should be reported to the school office before the beginning of the school day
- Staff who man the doors each morning can pass on short messages but longer, more complex messages should be emailed into the school office.

Wishing you a fun-filled summer break!

Warm regards

Ms Zoe Cahalan
Headteacher

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