

21st July 2023

Dear Parents and Carers,

Please see below for important information about school routines for next academic year. We return to school on Wednesday 6th September.

Timings: Watton Westfield has always had slightly staggered start and finish times to children to arrive and leave safely and calmly with less congestion by the school gates. The timings are as follows:

Year Group / Class	Start Time	Finish Time
Part time Monkey Nursery children	8.30am 12.30pm	11.30am 3.30pm
Reception	8.40am	3.10pm
Key Stage 1 (Yr1 & Yr2)	8.50am	3.20pm
Hedgehog Nursery & 30hr Monkey children	9.00am 12.00pm	12.00pm 3.00pm

For Early Years, Nursery children come to the **main front door for Monkeys** class and the **Hedgehog front door** for the 2year old nursery. **Reception children will enter via the double doors directly into the hall.** Class staff will meet you at the door where you will handover. Parents do not come into the classrooms. Thank you. **Key Stage 1 children will be met at the playground gates** by an adult from KS1 who will direct them to their classroom.

Please ensure your children arrive on time as it can be very unsettling for them to be late, and also disrupts other children who have already started their morning learning. If you do arrive late you will have to sign your child in at the office and wait with them until a member of staff is available for you to handover.

Playtime: KS1 children play together and morning and lunchtime breaks. Reception classes will play together at lunchtime.

Lunchtimes: Multiple classes eat together in the hall. Parrot class, Reception and Nursery will be the first sitting and the remaining Key Stage 1 classes will be the second sitting.

Collective worship (assemblies): will take place in the hall 3 days a week for Key Stage 1 (2 days in class), with Reception joining in the hall in the spring term.

PE: Key Stage 1 children need to come to school wearing their PE kit on PE days. Your child's class teacher will advise you of these days in September.

Being able to dress themselves is part of the curriculum for Reception children, therefore, we would like them to bring their PE kit to school in a named bag and leave it here half termly before bringing it home for washing.

For PE, please ensure your child wears black joggers or shorts appropriate for the weather (shorts only for gymnastics), trainers and their house-coloured PE t-shirt or sweatshirt. No hoodies please.

Reading: The PTA have funded reading records for all the children. Please read every day with your child and make a note in their reading record. Their reading book and record should come to school everyday in their bookbag.

Breakfast and After School Club: We continue to offer wrap around care from 7.30am to 6pm. Places are charged at £5 per hour, plus extra for food, and are limited on a first come, first served basis. Places must be booked online at <https://wattonwestfield.magicbooking.co.uk/>

Messages: If you need to speak to your child's class teacher, you may speak with them at the end of the day when you collect or send a message over Class Dojo. If you need to speak with someone in the school office, it is open from 8am to 4pm. The telephone lines are always very busy before 9am so you may wish to contact the office via email or look on the school website for answers to routine questions. **Absence should always be reported to the school office by telephone** (option 1 and leave a message clearly stating your child's name, class, and the nature of their illness) **or email before 9am.** Please do not report absence on Class Dojo.

Thank you for working with us. We put the children first in all that we do and with your support, we are able to help the children achieve the best they can and enjoy learning.

We wish you all a safe and enjoyable summer holiday and look forward to seeing you in September.

Kind regards,



Mrs H Kemp
Executive Headteacher