



Great Gaddesden Cof E (VA) Primary School

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25th September 2024

Dear Parents/Carers,

RE: Attendance & School day arrangements

Following on from the communication in the newsletters about the new statutory attendance guidance, please find enclosed a copy of the attendance policy and parent guide from the Department of Education. Our policy is based on a model policy from Hertfordshire County Council which reflects the guidance that all schools are now required to follow and implement. Please ensure to read this information carefully. We would like to thank you for working with us to ensure your child attend's school regularly and punctually.

In order to be compliant with the statutory 32.5 hour week that we are required to fulfil by the end of this month, we will be amending our start time slightly (please see the table below). In addition, based on feedback from parents about drop off and pick up arrangements, it makes sense that these are reviewed together. Therefore, I am sure you will be pleased to hear that in response to your feedback about separate places for drop off and pick up, we have agreed to make some amendments to this.

From Monday 30th September, the start and finish times as well as arrangements for drop off and pick up are outlined below:

Drop-off arrangements

Class	Nursery	Reception	Year 1&2	Year 3&4	Year 5&6
Drop off area	Main playground Doors open by 8:40am			Nurture room door Doors open by 8:40am	
Gate closing time/Marked as late	The gate/doors will close at 8:45am for all classes. Anyone arriving after this time will need to go to the school office to be signed in and they will be marked as late.				

'Treat others exactly as you would like to be treated' (Luke 6:31)

Pick-up arrangements

Class	Nursery	Reception	Year 1&2	Year 3&4	Year 5&6
End time	12:00pm (Nursery)	3:10pm (Reception)	3:15pm	3:15pm	3:15pm
Collection arrangements	Nursery collection at 12:00pm remains unchanged. For all other year groups, the main gate will open at 3:00pm and parents are welcome to gather on the playground. Reception will come out at 3:10pm and be dismissed by the gate in the Early Years outdoor area. Years 1 & 2 and Years 3 & 4 will be dismissed from their classroom door at 3:15pm Years 5 & 6 will be dismissed from the Early Years outdoor area at 3:15pm				

As you will note, all parents will now be able to collect their child from the main playground at the end of the day.

Thank you for your support and cooperation with the above changes.

Yours sincerely,



Mr Matt Beach

Headteacher