

St. Luke's C.E. Primary School

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For the attention of Year 2 Parents and Carers

Friday 04 October 2019

Dear Parents and Carers,

Next week, our eagerly awaited resurfacing of the front playground begins. For this reason, we need to ask for your cooperation with revised procedures for the arrival of your children into the classroom in the morning and then for the collection at the end of the day. These procedures will take effect on Monday and will last for the duration of the works, which we hope will be complete by half term.

Year 2:

We would like you to arrive through the main school entrance on Saunders Ness Road. Rather than cross over the playground as you do currently, I or another member of SLT will be on the door to greet you coming into the main Reception from 8:45am. Staff will also be on the doors leading into the building. You will be able to walk down the main corridor and then take the stairs up to the classroom. At 9:00am, you will then retrace your steps to leave the school.

At the end of the day, for pick up, we ask that you wait where you already do. On a dry day, the class staff will bring the classes down and assemble them either side of the main entrance, one class by the screen and the other by the bicycle shed. Once the classes are assembled, the class staff will dismiss the children to you one by one.

If it is raining, the class staff will assemble the children in the actual Reception area and then will dismiss them to you through the door. We are sorry that we do not have shelter there for you and we will endeavour to dismiss the children as quickly as it is safe to do so.

To facilitate these plans working safely for the children, we will not be able to allow people to use the Reception area as a waiting area. I will be informing the rest of the school of this too.

If you envisage any issues with this, please do email me on: head@st-lukes.towerhamlets.sch.uk



Please understand we are sorry for any inconvenience. I hope that the outcome in a few weeks will help us all to manage these changes for the very short term, in partnership, together.

With thanks in anticipation,

Yours sincerely,



Rebecca Abrahams
Headteacher

