

Castle Park Primary School

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Headteacher - Mrs. H Wadsworth

Dear Reception, Year 1 and Year 2 Parents and Carers,

As we begin the new school year, we would like to explain to families our new arrangements for the start and end of the school day for our younger children.

Morning Arrival

Parents and children should wait on the school yard before the start of the day.

- The school gates will open at **8:45am**.
- At **8:55am**, staff will open the green gates (pictured in photo below).
- Parents may then accompany their child to either the **Year 2 door** or the **Plaza back door**, where staff will be ready to welcome the children into school.



Green gate



Y2 door



Plaza back door

(Reception and Year 1)

End of the School Day

- The school gates will open at **3:15pm** for collection.
- Parents collecting **Year 2 pupils** should wait by the **Year 2 doors**.
- Parents collecting **Reception and Year 1 pupils** should wait in the **Plaza Garden**.
- Access to the Plaza Garden is via the pathway at the **side of the Year 2 building**.





Please note that the gate on Llanthony Close will only be used by Apple Tree Class.

These arrangements help us to ensure a safe and smooth start and end to the school day for all children.

Thank you for your support and cooperation. We look forward to a wonderful year ahead.

Yours sincerely,

Harriet Wadsworth

Headteacher