



*Ysgol Penyffordd
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YSGOL PENYFFORDD
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***Mrs J E Mulvey B Ed.(Hons) NPQH**
Pennaeth
Headteacher*

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Deputy Headteacher Infant Department*

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Deputy Headteacher Junior Department*

Dear Parents,

Please find below some information regarding school routines, dropping off and picking up in regards to our new school building in September. Please note, these arrangements are subject to change once we are actually inside the building as we are currently working from plans. Please refer to the plan.

Parking and Drop Off Zone

During the Autumn term the old Foundation Phase building will be demolished and work will commence on our new car park and drop off zone. **There will be absolutely no parking around the site during the first weeks.** Please be patient whilst work is going on and we ask that you still continue to use the Red Lion Pub and be considerate of the local residents.

Breakfast Club

Breakfast Club will run from 8.05am until 8.45am. Children will need to be booked in and paid for in advance using the School Gateway App. The children can be dropped off at the community door with a member of the Breakfast Club staff.

Start of the School Day

All children should be in school no later than 8.55am. Any children arriving later than this time should come through the main door and sign in late.

Foundation Phase

If your child is not attending breakfast club you may enter through the relevant gate between 8.45am and 8.55am and make your way to the correct classroom door. A member of staff will greet you at the door and your child will come through to their cloakroom. We ask that parents do not enter the cloakroom due to safeguarding. Nursery and Reception will enter through Gate B and Years 1 and 2 will enter through Gate A.

Key Stage 2

If your child is not attending Breakfast Club they may enter through Gate A between 8.45am and 8.55am and make their way to the enclosed MUGA where they will be supervised by a member of staff. We ask that parents do not enter the MUGA with their child due to safeguarding.



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Once you have dropped your child off we politely ask that all parents leave the school site as soon as possible to avoid any traffic congestion.

End of the School Day

Foundation Phase

Children in Foundation Phase will finish school at 3.00pm. Gates A and B will be unlocked at just before this time and parents will be allowed to come onto the playground to collect their child from the classroom door. Please be mindful that at this time, Key Stage 2 children will still be working. Once you have collected your child, please move off the yard. If you have a child in Key Stage 2 we ask that you move back to the drop off zone and wait for your child. Please note, it is an expectation that adults will collect children from foundation phase and not an older sibling in Key Stage 2.

Key Stage 2

Children in Key Stage 2 will finish at 3.15pm and will be escorted from their classroom to Gate A. We understand that many of the older children will continue to walk home. Younger children will be supervised as they leave by their class teachers. Please reinforce to your child that if no one is there to pick them up they must return to the school. **Once again, we ask that you vacate the premises and surrounding roads as soon as possible.**

Rascals

Children will be escorted from their classrooms to Rascals by a member of the Rascals team. When collecting your child from Rascals you will need to come to the front door and wait for a member of the Rascals staff to let you in.

Bikes and Scooters

We encourage children to come to school on bikes and scooters and are thrilled to be able to provide a new bike and scooter rack. May we remind you that any child using a bike or scooter must wear a helmet? Bikes and scooters are left on the premises at your own risk and we recommend using a bike chain for security. Children must walk their bike or scooter out until they get to the path outside of school to avoid accidents. Please be extra careful when riding home through the village and encourage your child to use appropriate crossings.

Opportunities to visit the school

During the Autumn you will be given the opportunity to visit the new school. During this visit you will be taken on a tour of the new build and provided with information regarding your child's class and the topics they will be looking at during the year. We hope you can join us for this. More information will follow regarding this.

We look forward to welcoming you and your children into our fantastic new build on Wednesday 4th September!

Kind Regards

Mrs J E Mulvey



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