



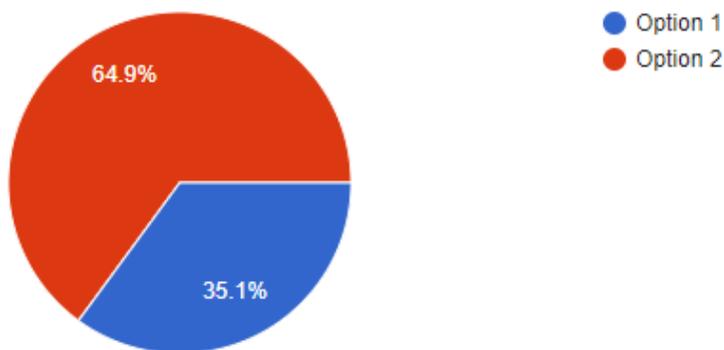
Head: Miss Jennifer Milner
BA (Hons) Pri Ed, NPQH.

Friday 9th February 2024

Dear Parents/Carers,

School Timings

Further to our school day consultation, we have reviewed the outcomes and option 2 was a clear winner.. Outcome shown below.



As a result, we will be adjusting the timings of our school day from 26th February 2024, inline with the most popular option.

New School Day Timings from 26th February 2024 (after half term)

Time	EYFS and KS1	KS2
Doors open	8.35am	8:40am
Doors close	8:45am	8:50am
Pick up	3:15pm	3:20pm

There will be no change to the nursery timings- please arrive promptly at 8:30am.



Love Lane, Rayleigh Essex SS6 7DD Tel: 01268 775712

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Thank you for all your support and valuable feedback. All responses have been considered by the team. By adding a short time to each day- this adds up over the course of the weeks and months and will have a direct impact on our children's outcomes in all areas of the curriculum.

To aid a smooth transition process and allow time for adjustments, during the first two weeks of the Spring 2 term late marks will not be issued to any child before **8:55am**. From Monday 11th March, late marks will be given if a child is not in school before the door closes at the times above.

Drop off and pick up arrangements

As we aim to make these times of day as smooth as possible for all, we have reviewed the arrangements for drop offs and collections to try to ease congestion. Please see below, we will continue to review as we go.

Drop Off:

- EYFS/KS1- all through the KS1 door down the slope
- KS2- all through the KS2 door

Collection:

- Year 4, 5 and 6- KS2 door (Year 6 parents on the slope to the right hand side please)
- Year 2 and 3- QUAD area (Gate by the office will be opened)
- Year 1- KS1 door (At the bottom of the slope)
- EYFS- Playground next to EYFS gates

The slope gates and gate by the office will open at 3:10pm to allow time for parents to walk round to the collection areas. Staff will be around to support and guide as we make these changes.

All external doors to the school will be closed.

After collection, please leave the site quickly and safely- we kindly ask children not play on the playground equipment after school. The school gates will close at 3:35pm.

If you have children in different pick-up locations, please go to the earlier time slot first (if applicable) and walk round to your next destination where your child will be waiting for you. Any problems please let your class teacher know who will be on hand to support.



Rayleigh Primary School



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Our [Collection and Walking Home Policy](#) is on our website. We have some children who walk home alone on our records already, if you wish for your Year 5/6 child to walk home alone or if you wish for them to meet you by another class exit please email the school office.

There has been such a positive impact already from the recent changes over the last half term- thank you for all your support.

Best wishes,

Miss J Milner

Headteacher



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