



St. John the Evangelist Catholic Academy

"Lord be thy word my rule."

Principal: Mrs H. Rigby BSc(Hons), PGCE, NPQH
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Date: Tuesday 5th September 2023

Dear Parents and Carers,

We are looking forward to welcoming you all back for our new academic year.

I previously wrote to you in July and just wanted to send the information again as a reminder, We will now bring our school times in line with the DfE guidance of 32.5 hours.

There will be one time to drop each key stage off in a morning, all gates and doors will be open 5 minutes before this and all children need to be by 8.40am (EYFS/KS1) and 8.50am (KS2).

Class	Start Time	Finish Time
EYFS – Nursery	8.40pm	Flexi Time 3.00 – 3.10pm
EYFS (Reception) and KS1 (Year One and Year Two)	8.40pm	3.10pm
KS2 (Year Three, Year Four, Year Five and Year Six)	8.50pm	3.20pm

EYFS and KS1 will continue to use the same doors for entrance and exit.

EYFS – Please walk around the school building to the EYFS and use the separate Nursery and Reception doors.

KS1 – Year 1 and Year 2 will continue to enter and exit through the lower door at the bottom of the steps on the corner of the new building.

KS2:

Years 3, 4 and 5 will continue to use the class fire doors for the children to enter and exit.

Year 6 will use the door by the KS2 cloakroom entrance (past the year 5 and 4 classrooms and around the corner). A member of Y6 staff will greet the children and see them out of this door.

Year 6 children only:

If your Year 6 child will be walking home at the end of the day or walking up to the top entrance by themselves, please send written permission via a letter or email to the school (this must be received before we will allow them to leave on their own).

If your Year 6 child is walking home by themselves and they need to have their mobile phone, please make sure your child hands this in to Mrs James on arrival into school. These will be given back out at the end of the day. Children are not allowed to keep mobile phones in their pockets or coats/bags.

Yours sincerely

Mrs H Rigby
Principal
