



# Spalding Parish Church of England Day School

Clay Lake, Spalding, Lincolnshire. PE11 2QG

Tel: 01775 722333 Fax: 01775 712983

[enquiries@spaldingparish.lincs.sch.uk](mailto:enquiries@spaldingparish.lincs.sch.uk)

[www.spaldingparish.lincs.sch.uk](http://www.spaldingparish.lincs.sch.uk)

Follow us on Twitter: @SPCEDS

Head Teacher: Diane Mulley

15<sup>th</sup> November 2019

Dear Parent/Carer,

## Start and End of Day Routines

I am writing with regards to the start and end of day routines in school. Firstly, I wanted to say a huge thank you to the majority of our parents and carers for ensuring their children are in school on time following my plea in my recent letter, it really is very much appreciated. It is imperative that all pupils are in school on time to ensure they are ready for the day ahead. It is also really important that the children make sure they have the equipment they need for the school day to ensure that their focus is on their learning once in school.

If I could also ask that, at both the start and end of day, you continue to supervise your children before dropping off and after collecting. Whilst there are always staff around at these times, including members of the Senior Leadership Team, teachers do have a class responsibility and will be very focussed on welcoming children at the start of the day and ensuring all pupils are handed over to parents at the end of the day. Whilst the children are our responsibility during the school day, they are your responsibility before they are dropped off and once they are collected. If I could also ask that you vacate the site promptly at the end of the school day so we can secure the school site to allow after school clubs to commence as this is not feasible whilst the site is unlocked. To support this the school gates will open at 8.30am until 8.55am each morning and open at 3.05pm until 3.30pm at the end of the day.

Could I also remind you that children, including school age and pre-school children, should not be playing on the school equipment either at the beginning or at end of the school day. As a school we feel it is very important to provide resources for the children to use during the school day and have worked hard to fundraise in order to be able to finance such resources. However such items are very expensive and do therefore need to be respected and looked after to ensure longevity.

Thank you for your continued support with regards to the above. If you do have any questions or queries, please do not hesitate to get in touch with myself or a member of the Senior Leadership Team.

Kind Regards,

Diane Mulley  
Head Teacher

*We are a Caring Christian Community built on  
Compassion, Trust, Friendship and Hope*