

Kings Caple, Hereford, HR1 4TZ Tel : 01432 840267
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Headteachers: Mr Peter Box BA (Hons) & Mr Paul Whitcombe BA (Hons)

28th March 2017

Dear Parents/Carers

From Monday 3rd April, the morning routine will be changing to allow children to become more independent when arriving to school.

When the gates open at 8.45am, all children must come onto the playground and remain there. They must not go into school to put their belongings away first. The bell will then ring at 8.55am and all children will line up on the playground. Children will then put their own belongings away into the classroom ready to start the day.

Parents/carers are encouraged to wait with their children on the playground however they must not come into school during this time.

If children are late to school, they must inform Miss Phipps and go straight to their classroom. Parents/carers should not follow the children to their classroom.

Miss Cadien, or another member of staff will be on the playground from 8.45am so if parents/carers have any questions or messages, please inform the person on duty.

We see this as a positive change which allows children to help with transitional periods and allow them more responsibility.

Kind regards,

A. Cadien

Anna Cadien
Head of School



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<http://kingscaple.hmfa.org.uk>

