

Colmers Farm Primary School

Leybrook Road
Belton Grove
Rubery
Birmingham
B45 9PB

Acting Head Teacher: Mr J. Wright
Tel: 0121 464 2153
Fax: 0121 464 2278
Web: www.colmersfarm.bham.sch.uk
Email: enquiry@colmersfarm.bham.sch.uk



Thursday 27th April 2017

Dear Parents and Carers,

From Tuesday 2nd May, the organisation of the morning before school will be as follows:

- 8.30am**: the gates will open to the playground (The gate by Morrisons and the front pedestrian gate will be open as normal).
- 8.40am**: a bell will ring and the children in **KS2** are expected to line up. Please encourage your child to be independent by encouraging them to line up by themselves and please feel free to vacate the playground at this time.
- 8.45am**- a second bell will ring and the children in **KS1** are expected to line up and once again, please encourage your child to be independent by encouraging them to line up by themselves and to vacate the playground at this time.
(**EYFS** pupils will continue to line up at their normal time)
- 9.00am** : the doors will be closed. Any children who arrive in the playground after this time, will have to walk round to the front office.

If you wish to speak to a member of staff, please do so at the end of the day at which time they will be able to give you more of an opportunity to talk or feel free to go to the office to make an appointment. If you would like to get a message to a member of staff, particularly if it is for that day, please use one of the following methods:

- 1)**The Morning Matters system.** This new system will consist of a member of staff in each playground with a book so, if you need to give a message, please find this person on the required playground. We will then ensure that this message will be delivered to your child's teacher promptly.
- 2)**By telephone.** The telephones in the main reception area are manned from 7.30am should you need to get an urgent message to a member of staff.

If you have a child that attends breakfast club, then you will need to make your way to the corridor side-door leading to the dining hall. You can do this either by walking around the front of the school, using the pathway by the school's car park, or by entering via the front gate. To make this safer, a new pedestrian walkway will be marked at the front of the school.

Lastly, for Safeguarding and Health and Safety reasons, we look for your support in ensuring no members of the public, including parents, are to be in the school building without a member of staff accompanying them. I am sure you understand the implications of this.

Thank you for your continued support and, if you have any concerns, please speak to the school office.

Yours faithfully,

Mr J. Wright
Acting Head Teacher