

Colmers Farm Primary School

Leybrook Road
Belton Grove
Rubery
Birmingham
B45 9PB

Executive Head Teacher: Mrs H. Pulley
Head of School: Mr J. Wright
Tel: 0121 716 0444
Web: www.colmersfarm.bham.sch.uk
Email: enquiry@colmersfarm.bham.sch.uk



Dear Parents and Carers

We are writing to you to inform you of some changes to both the beginning and the end of the school day. These will be in effect from Monday 20th November.

Changes to the morning routine

8.30am- The gates will continue to open to the playground. As usual, there will be two Senior Leaders staffing these gates and a member of staff will continue to be available, on the playground, to deliver messages to your class teachers.

8:35am- 3 doors will open from the school onto the playground: the year 5 and 6 door, where the year 5 and 6 classes will enter; the door by the ramp, where Years 1, 2, 3 and 4 will enter; and the door by the Reception classrooms where the Reception classes will enter. The children will then go into school and go to their classrooms to start their learning. There will be no lining up.

8:45am- the doors will close and the only entry to the school will be through the Main Reception at the front of the school.

8:50am – the gates to the playgrounds will close. You will need to have vacated the playground at this time. Again, if you are late onto the site after this time, entry will be at the Main Reception. If your child enters the school after this time, they will be marked as late on the register.

The new morning arrangements have been put in place to ensure that your child has access to more learning time and this in turn will improve their outcomes.

Changes to the home-time routine

3:15pm- Reception children will continue to be dismissed in the usual manner. All children in Years 1-6 will be on the playground, and will be lined up before being dismissed from certain locations (Please see the map overleaf). The children will be released only when the teacher in charge of your child's class has sight of the person collecting your child. We kindly ask you to give the classes enough room to line up at their respective points.

As usual, if you wish to speak to the class teacher, or any other member of staff in greater length or with regards to a confidential matter, please make an appointment at the Reception desk or leave your details and the member of staff will get back to you at their earliest opportunity.

Thank you for taking the time to read this letter and we look forward to continuing to work with you all in partnership for the greater good of the school.

Kind regards,

Mrs Hazel Pulley
Executive Headteacher

Mr J. Wright
Head of School