



13<sup>th</sup> December 2021

Dear Parents/Carers,

**Stepping through 2021- 22**  
**Next Step – 10<sup>th</sup> January 2022**  
**Time to Think changes**

As we move towards the Christmas break, we hope that there are things to look forward to for all of our families and children. If you feel that some additional help or support, even a listening ear, might support you as we head into the school break, please let us know – we will always try and make sure that any contact that you make with us is worth your while.

As we look forward you may have read on the newsletter that our return to school on Tuesday 4<sup>th</sup> January 2022 will see us operating in the same way as we have done before the break. Arrangements around lunch and break times will remain the same, and all other things, like the organisation of Time to Think at the start of the school day, will not change.

One change that we will be moving forward and making **from Monday 10<sup>th</sup> January 2022** is that we plan to return to our pre-COVID start of the day timings. We recognise that it has been some time since we used these timings (!) which allow us to conform with legal expectations of time spent in school.

So:-

- **From Monday 10<sup>th</sup> January 2022, all children from Reception to Year 6 will be expected to be in school by 8.50am. Time to Think will end at this time.**
- **Children attending the nursery outside of these hours will need to use the Sandringham Road entrance to school which will be managed by members of the Foundation Stage team.**
- **If children arrive in school outside of agreed times they should come, via the Queensway entrance, to be welcomed by a member of our Admin Team at reception.**

As you can see this will see Time to Think returning to its 'normal' time of 8.35-8.50am. We recognise that this will mean a change of routine for those of you who have been making good use of the extended Time to Think session which currently runs until 9.00am.

We hope that it might be useful to you that we are not introducing this immediately after Christmas. This may provide you with the opportunity to practice any new morning routines eg. earlier alarms, quicker breakfast(!) ahead of these times being put in place on 10<sup>th</sup> January 2022.

Thank-you, as always, for all of the understanding and patience you have shown so far this year as we seek to move forward, as well as making sure that our school remains a safe and comfortable place for all.

We look forward to seeing you in 2022, and in the meantime should you have any questions or thoughts in relation to this matter or any Christmas related concerns you might have, please get in touch.

Yours sincerely,

Scott Hampton  
Co-Head Teacher

Katy Galling  
Co-Head Teacher

Robert Doets  
Chair of Governing Board