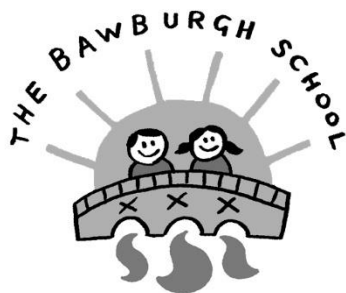


Hockering Lane  
Bawburgh  
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Executive Headteacher:  
Miss. C. Stedman  
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Chair of Governors: Mr C. Scott

Wednesday 20<sup>th</sup> December 2023

Dear Parents and Carers,

### Change to Morning Routine

In order to comply with Government guidance on the length of the school week, we will be making some changes to our school morning routine from the start of the new term in January.

Instead of lining up on the playground, the middle door will be opened at 8.40am so that children can go straight to their classrooms when they arrive at school. (Flamingos will still enter via their classroom door.) The expectation is that children will be in their classes ready to start learning from 8:45am. Registers will be taken at 8:45am, any arrivals after 8:50am will be marked as late. Arrivals after 9:00am will receive an unauthorised late mark.

A member of staff will be on the playground in the mornings but class teachers will be in their classrooms to welcome the children. We would ask that any important messages for the day are communicated with teachers via Class Dojo. Teachers will be available on the playground at the end of the day for conversations if needed.

Thank you in advance for your cooperation in ensuring that your child arrives at school on time.

Yours sincerely

Carla Stedman  
Executive Headteacher

Emma Maudlin  
Head of School

