



FAIRLANDS PRIMARY SCHOOL

Pound Avenue
Stevenage
Hertfordshire
SG1 3JA

3rd October 2019

Dear Parents/Carers

Start of the school day:

Just a reminder that children should be at school **before 8.50am each morning**, when the gates/doors will be shut. Children arriving after that time should be signed in at the relevant school office. Please contact us if you have a problem ensuring your child arrives at school on time each morning.

This is more flexible on **Fridays** for parents/carers who have children in both buildings and are invited to join your child/children for Shared Reading in Reception and Years 1 and 2 from 8.40 to 9.05am.

If you wish to do shared reading in both buildings; when arriving on the upper site, please enter the building via the statue gate with your child and make your way to their classroom.

When finished please leave the classroom by the inside classroom door and exit the building via the main entrance.

Collection from school:

Please try to ensure you are at school, ready to collect your child/children when school finishes at **3.15pm** each day.

If you have children in both buildings, we would suggest that you collect from the lower building first, as children in the upper building can be sent to wait outside the office if you are unavoidably delayed.

We receive a lot of phone calls towards the end of the day, asking us to give children messages about who is collecting them:

Where possible, please make your child/children and class teacher aware of alternative arrangements when you drop them off in the morning.

Please **only call** if the person collecting your child is **NOT** on your yellow Permission to Collect Form, which is held by your child's class teacher.

If you need to check your list or add someone to it, please either speak to your child's teacher or let the office know.

Thank you for your support.

Yours sincerely

Robert Staples
HEADTEACHER

Headteacher Mr Robert Staples BA (Hons)

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