



Headteacher: Iman Atwal
Woodside Primary School
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13th September 2024

Dear Reception Parent/Carers,

We have had a wonderful week welcoming our new reception starters into their new classrooms and welcoming your family to the Woodside community.

Thank you for your patience during drop-off and pick-up times this week as we adjust to our new reception space. We have been evaluating our school drop off and pick up this week and taking on feedback from our parent community. From **Monday 16th September**, in the morning, the school gates will open from 8:40am and the morning bell will be rung at 8:45am for a prompt start. Registration and **classroom doors open at 8:45am and close at 8:50am**. Please ensure you see your child's class teacher so your child can be registered. At the end of the day, Reception children will be dismissed at 3:20pm.

From next week, we have decided to establish separate **pick-up** points for the two reception classes at 3:20pm:

- For **Pear Class**, the pick-up point will remain the same.
- For **Apple Class**, the pick-up point will change to the side entrance of the EYFS building, located next to the main gate on Morland Road. Please could parents and carers ensure they wait alongside the wall to avoid congestion.
- The **drop-off** point (8:45 start) for both Pear and Apple Classes will remain the same.



This will be in effect from **Monday 16th September**.

Thank you for your cooperation and understanding.



**Inspire
Partnership**

Inspire Partnership Academy Trust
Chief Executive Officer - Robert Carpenter
Registered Office - Sandbach Place, London SE18 7EX
Registered in England Company Number - 10421212

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Z Jackson', is placed on a light grey rectangular background.

Miss Z Jackson
Assistant Headteacher EYFS