



13<sup>th</sup> April 2018

Dear Parents

## Changes to Collection Arrangements for Pre Prep from September

We hope that you all enjoyed a relaxing Easter break and that your children are looking forward to the summer term; we are hoping for spring-like weather next week!

As some of you know, we have been reviewing our school day in Pre Prep because we have felt that the current arrangements, though conceived with the best of intentions, have resulted in children having a rather unsettled and long end to the day. We have noticed that it is hard for teachers to lead and organise productive activities for those children staying until 4.00pm amid a steady stream of other children being collected. We value the ability for teachers and parents to catch up at the end of the day; however, we worry that this collection window has been a little too long.

We have spent a lot of time thinking about and discussing ideas as to how to alter the way in which the end of the day works, as a Pre Prep staff and in consultation with Mr Bevington. We have taken into consideration the needs of our children, parents and staff. In essence, the new system we are planning for next year will be very similar to that currently running, it is just that the collection window will be shorter.

From September, the arrangements will be as follows:

- The school day for **all** Pre Prep children will end at 3.30pm.
- **Stop and Collect** will run from 3.30pm – 3.45pm for all children in Pre Prep and signing up for this will continue as normal. Please ensure that you display your car name badges clearly.
- Collection from classrooms will also be from 3.30pm – 3.45pm for parents entering the School on foot, including car drivers who have parked on the Ipswich Road and have then walked in.
- The playground will be available for parking for those with blue permits from 3.45pm. Uncollected children who do not have a Prep sibling and who are not booked into ASC will be delivered to the Pre Prep entrance area at this time and will be ready for you once you have parked. We completely understand that it is not always easy to find a parking space and we will continue to be flexible and understanding if you are delayed a little.

- **After School Care** will also start at 3.45pm with the first session being 15 minutes longer; whilst the ASC charges have increased a little for the new academic year, this slightly longer session will not result in paying any more overall.
- Any child with an older sibling in the Prep Department who is not booked into ASC, will still be cared for until 3.55pm. They will remain with their teacher until 3.45pm, when they will then enjoy a story in one of the classrooms in their own year group, whilst awaiting the arrival of their parents. Please ensure that you collect Pre Prep siblings from their year group area at 3.55pm prior to collection of Prep children. Families with siblings in the Prep Department will not be charged for this facility.
- We are keen that parents feel able to talk with their child's teacher and the end of the day is well-suited to a brief exchange about the day. If you need to speak confidentially, or wish to discuss an issue in detail, please arrange a separate meeting. Appointments can be booked at a mutually convenient time by contacting Ms McCloy on the front desk: [preprepsec@townclose.com](mailto:preprepsec@townclose.com).

We hope that these changes will create a clearer and more succinct end to the day. Please rest assured that we will monitor and evaluate this as the term unfolds.

With very best wishes



Melanie Harries