



St John's Church of England Primary School

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Headteacher:	Mrs A Nicholls
Deputy Head:	Mrs A Wynn
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Monday 8th September 2025

Dear Year R Parents,

We hope you, and your child, have enjoyed your home visit or will do so later this week and are looking forward to starting school on Wednesday. I have set out below details of the arrangements.

Our site opens for children and parents at 8.30am when the front 'road gate' will be shut to enable safe access and the back gate will be opened. Our doors open at 8.40am and your child is not late until 8.50am (the official starting time of school).

When you arrive on site, please make your way to the lower playground. If you are arriving via the Kingsmill Road gate, this is by taking the path immediately on your right once you have entered the school grounds. This will take you up the side of the main building and on to the first playground. Make your way over to this playground and take the path alongside the adventure playground. Then follow this path around the Year R classrooms down on to the lower playground. If you are entering via the back gate, please come down the path, making your way over the first playground and, as above, following the path by the adventure playground.

At 8.40am, Mrs Reeves/Mrs Mardle-Sands and Miss Osgood will come out onto the lower playground to welcome your child into school. Once your child feels ready, they need to give you a kiss and a cuddle and leave you and join their class teacher. Don't worry if this seems really confusing, there will be plenty of staff on hand to support you and your child.

We know starting school can be emotional and hard both for children and adults. I am a mum myself and remember vividly dropping off both mine for their first day. As parents, we worry that they will be alright without us, how they will cope with the new routine and will they enjoy it. Generally, we also worry that we will miss them and that our 'babies' are growing up too quick! Although all these emotions and feelings are understandable and perfectly acceptable, we know from experience that the children settle better if their parent/carer leaves them with a smile – save the tears, happy or sad, for when you are back in the car! Similarly, having been in the profession for over 20 years, I can honestly say that once you go, the majority of children settle down and enjoy what they are doing. If your child really doesn't settle, we promise we will ring you.

A child's first day at school is really important and I know that many parents want to take photos to preserve the memory and share it with the wider family. Can I ask that if you want to do this at school, you do so on the grass area, beyond the playground – this gives you a lovely backdrop and doesn't get in the way of staff organising the other children. I also request that photos are only taken of your child and not of the group in general.

Pick up Wednesday only – 12 noon from front door

As the children are only staying part time on Wednesday, we need to have a **different pick up from normal** as the older children will already be out on lunch time play. We would therefore like you to **pick up from the car park**. On entry to the school, please stand in the car park away from the front door. Once your child reaches the front of the line, please 'move to a position where you can be seen and wave at the teacher' who will release your child to you.

Pick up Thursday – from the lower playground at 1.15pm

Entry onto the site on Thursday will be through Kingsmill Road only. Please come up the side path to the right of the building and, if the side gate is still locked, wait at the gate. At 1.10pm, when our older children have returned safely to their classrooms, the side gate will be opened to allow you to walk round to the lower playground and wait for your child. The class teachers will bring them out to you at 1.15pm. Please wait for the class teacher to see you and give your child permission to leave the line. This is really important as we are teaching the children to wait so we can check that they are going to the correct person.

‘Normal pick up’ from Friday

From Friday, when your child is staying full-time, pick up the same as Thursday from the lower playground. The only difference is that pick up is 3.15pm.

On Wednesday 10th - Once drop off is finished, please join the *Friends of St John’s* for their ‘*Tears, Tea and Tissues*’ event which will be held in the Library immediately after you have dropped your child off. The aim of this is to not only give you an opportunity to speak with the other parents with children in the same year group, but also get to know some of the school parents who have been in the community for many years.

Breakfast Club/After School Club

If your child is signed up for Breakfast club on Wednesday 10th September, they are welcome to attend on their first day if they are comfortable doing so. However, if you would rather drop them at school on their first day you will not be charged for this session. After School club will start from your child’s first full day – Friday. Details of how to make a payment for these clubs will be sent home later this week once your child has started school.

PE Days - will be on a Tuesday for both New Zealand and Madagascar class. All children will be expected to wear shorts this half term and can move into tracksuit bottoms as the weather becomes colder and we move towards the winter months. Days can be changed to accommodate inclement weather or other events, so it is important that their kit remains in school from Monday to Friday.

If you have any queries on the information in this letter, please do not hesitate to contact the school office on adminoffice@st-johnscofe.hants.sch.uk and your email will be forwarded to the appropriate person.

Yours sincerely,

A.A. Nicholls

Mrs Angela Nicholls
Headteacher