

## St Joseph's Catholic Primary School

Hazelgrove Road

Haywards Heath

West Sussex

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Headteacher: Mrs Catherine Walker BEd (Hons) MA



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4<sup>th</sup> September 2023

Dear Parents

I hope that you have all had a relaxing, happy summer and we are looking forward to seeing you all tomorrow. I have thought it a good idea to remind everyone of our timings and collection arrangements.

The school is open to all pupils from **8.30am** and the register opens at **8.40am**. Children should be in class by 8.40am.

- **ALL** year groups to be dropped off at the top garden - **only YR & 1 parents are permitted to drop at the classroom door. There will be an exception to those on Tuesday 5<sup>th</sup> September when Year 2 parents may walk their children to the class for this morning only.**

We are continuing the staggered end of day arrangements as it reduces congestion and eases the flow of movement on the site:

- **EYFS** to be collected from classroom doors at 3pm and leave through the top garden
- **Y1** to be collected from classroom doors at 3pm
- **Y2** (3pm) and **Y3** (3.10pm) collect from classroom door **via the side gate next to the hall**
  - Both classes exit - through the Y1/EYFS covered area walking past Y1/EYFS classrooms
- **Y4** leave at 3.10pm via top garden
- **Y5** leave at 3.15pm via top garden
- **Y6** leave at 3.15 via top garden

Parents will still be encouraged to correspond with teachers via the Year Group emails rather than talking to them at the classroom door:

- [Reception@stjosephshh.org.uk](mailto:Reception@stjosephshh.org.uk)
- [Year1@stjosephshh.org.uk](mailto:Year1@stjosephshh.org.uk)
- Year2@.....

Could we also remind parents to use the parent boxes for any letters/paperwork, these are emptied daily and are positioned by the main gates and to the left of the school office entrance.

Thank you for your co-operation.

Yours sincerely

Mrs C Walker  
Headteacher

