

Dear Parents,

I hope you all had a lovely Autumn break. I am writing to you to make three requests.

1. We are very keen to boost the confidence and independence of our younger children. Could I thus remind parents that **children from P1 upwards should not be accompanied by a parent/carer beyond the Reception Area** (or the P1 playground in the case of P1 parents/carers) at the start of each day. Obviously there will be cases where it is important for a parent/carer to notify a teacher about a significant problem in which case the parent should check with Reception where the member of staff is and if they are available. As we outlined in the Information Afternoons at the start of the term, not only does this allow a child to settle down more quickly but also allows the class teacher to focus on getting the children started on their work. In addition it ensures that we are fully aware of who is in the building; something which we need to do from both a health and safety point of view and for security reasons. We do of course want to continue to make parents feel welcome but I hope you appreciate that at this critical time in the day, letting the children settle down to their work as quickly as possible is an important objective.
2. We have now started our clubs. I had the pleasure of witnessing whilst on playground duty two P6 girls who had already learnt a considerable amount of the play script within 24 hours of receiving it. Very impressive! Theatre Club meet between 2.35 pm and 3.50 pm each Tuesday in the Cargill Hall. As so many children are involved we do need to make full use of the sandwich bar during this time. That means that **the sandwich bar will need to be closed each Tuesday afternoon** and thus I am afraid that it cannot be used by children waiting between 3.10 pm and 3.50 pm. Access to the dining room at this time should be through its side doors rather than through the Cargill Hall.
3. Kelvinbridge Nursery and all ASC services operate between 8.00 am until 6.00 pm. **I am afraid we cannot accept children before 8.00 am and we must have children picked up by 6.00 pm at the latest.** We do appreciate that occasionally a major traffic incident can mean parents are unavoidably late in which case we will continue to look after your child for as long as is necessary. But this would only apply in very exceptional circumstances.

Your co-operation and understanding in these matters is greatly appreciated.

Yours sincerely,

Mr R Teall
Deputy Head of Preparatory School