



Headlands Community Primary School

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Headteacher – Mr. Andrew Buttery BA (HONS), PGCE, NPQH, NPQEL, SMHL

Friday 25th September 2026

Dear Parents and Carers,

After observing how the children enter school in the morning, and following discussions with both staff and governors, I would like to inform you of a change to our morning arrangements from **Monday 28th September**.

Rather than children standing in a queue before entering school, I would like to give them the opportunity to spend some time socialising with their friends before the school day begins. Consequently, from Monday 28th September, the following arrangements will be in place:

8:40am – Parents/carers and children will be able to enter the playground. Please ensure that your child is on the correct playground for their year group, either the EYFS/KS1 playground or the KS2 playground. This will give children the opportunity to spend time together before the morning bell. For safety reasons, we ask that children do not use the play equipment during this time.

During this time, parents and carers will remain responsible for supervising their children as necessary. However, if your child currently comes to school independently, there is no expectation for you to accompany them. Similarly, it is of course absolutely fine for parents and carers to drop their children off at the school gates if they are confident that their child does not require additional parental supervision prior to the start of the school day.

Staff will be present on both playgrounds; however, formal responsibility for the children will transfer to the school when the bell is rung at 8:50am.

8:50am – A member of staff will ring the school bell. This will be the signal for children to join their class line. At this point, parents/carers may leave and responsibility for the children will pass to school staff. Members of staff will be outside to facilitate a smooth handover and support the children as they enter school.

8:50am – Registration will take place in class.

In the event of bad weather, children will be able to enter the school building rather than remain on the playground. A member of staff will be present outside and will let children and families know when this is necessary.

I believe that this small change will provide a positive and sociable start to the school day for our children, while continuing to ensure a calm and orderly transition into school. Arrangements for the end of the school day will remain unchanged.

Should you have any questions regarding the aforementioned changes, please do not hesitate to contact me via email at: a.buttery@headlands.york.sch.uk.

Thank you, as always, for your continued support.

Yours sincerely,

A handwritten signature in black ink, consisting of a large, stylized capital 'A' followed by a horizontal line that tapers off to the right.

Mr. Andrew Buttery