



Principal: Mrs A McGuire

Wednesday 3rd May 2017

Dear Parents and Carers,

Changes to the School Day/Week

We will be commencing the new structure to our school day from **Tuesday 6th June**.

- The school day will start at 8.45am and will finish at 3.30pm, school will finish at 12.50pm on a Friday.
- The pupils will have their lunchtime and school dinner on a Friday as normal and will be dismissed at 12.50pm from their usual areas. This will be the classroom or the school grounds as normal.
- If you require childcare on a Friday because you are working a letter of evidence must be provided from both parent's employers to certify this. We will not expect this evidence to be provided at the beginning of every academic year, however we will expect that you inform us if there are any changes to individual circumstances. If you require Friday childcare you will need to ask at the school office for a form or email: jayne.beasley@st-pauls.sandwell.sch.uk to receive an electronic version.
- If your child is in Friday afternoon childcare they will be supervised by HLTA's, and/or LSPs. They will provide an activity for the children to take part in. These activities will not necessarily be educational but linked to the skills the staff have to offer. The children will rotate around the different activities as the year progresses.



- Payment for Friday afternoon childcare must be paid for in advance and is as agreed by the Governing Board, £6 per first child and £3 per subsequent child after.

Please be reassured that the decision to make these changes has been considered very carefully in order to retain current staffing levels. Furthermore if you are unsure about any aspect of the changes, please do not hesitate to make an appointment to speak to me regarding them.

Yours sincerely,

A handwritten signature in black ink that reads "A. McGuire".

Mrs A McGuire

Principal