

September 2026

Dear Parents and Carers,

Start of the Day - Two Whistle System

We are introducing a clear start-of-day routine to help ensure that pupils know when their teacher is ready to meet them and to support a calm and orderly start to the school day.

Start of the day – 8:40am

From Monday 21st September, pupils will follow the routine below:

- **First whistle at 8:40am:** All pupils should stop, stand still and give their attention to the adults.
- **Second whistle:** Pupils should walk calmly to their **5S line**.
- **Meet and greet:** Adults will already be in position to supervise their classes, reinforce expectations and welcome pupils.
- **Moving into class:** Once the meet and greet is complete, classes will transition into the building and begin their learning.

Where possible, we ask that pupils are ready to respond promptly to the whistle signals and follow the instructions of the adults supervising them. This will help us to make the transition from the playground into class as smooth and settled as possible.

Years 5 and 6 – Start and End of the Day NEW Arrangements

We would also like to let you know about a small change to the start and end of day arrangements for **Years 5 and Year 6**, which will begin on **Monday 21st September**.

To help ease congestion outside the Apartments building, **Years 5 and Year 6** will swap their current lining-up and release locations.

The arrangements will now be:

- **Year 5:** Morning line will be on the **playground**.
- **Year 6:** Morning line will be **outside the Apartments building**.

Thank you for your continued support in helping us establish positive routines and ensure that every child has a calm and successful start to their school day.

Kind regards,

Mrs Jennings

Acting Deputy Headteacher