

Dear Parent/Carer,

We would like to share the following important updates with you in relation to entrances and school timings. Please see below and overleaf. **All amendments are in blue text and will start Monday 25 February 2019**

### **Breakfast Club – Monday to Friday, 7:30am – 8:15am**

There will be one Breakfast Club held at the Talbot Way building, running from 7:30am. This will be accessed via the Talbot Way Main Entrance. Children can also access this through the Oldknow gate from 8:00am.

There will no longer be a Breakfast Club or After School Club at the Oldknow building. Please do not report here to collect or drop off children attending either club.

### **After School Club – Monday – Thursday, 3:15pm – 4:30pm**

Children can be collected from the Talbot Way Main Entrance. If you wish for your child to attend the After School Club, please sign up in the Talbot Way or Coventry Road Entrance, or telephone the office by 2:00pm.

### **Late Arrivals**

Once start times have passed students and parents will need to use the Talbot Way Main Reception or Oldknow Road Main Reception. Access for secondary students and parents will be via primary internal gates once the Secondary internal gates are closed.

### **Coventry Road Reception**

Coventry Road Reception office will no longer be staffed. However, there will be a member of attendance and family support staff available at Oldknow Road and Talbot Way main receptions along with the office staff for student / parent / carer issues or questions.

### **Wet Weather Arrangements**

We are aware that the arrangements for dismissing the primary children at the end of the day in wet weather are not ideal. Please rest assured we are working hard to resolve this and are currently awaiting quotes for canopies to be placed in the area the children are collected. In the event of heavy rain, Y1 and Y2 will be dismissed from the covered area next to the Nursery entrance. Please ensure children have suitable waterproof coats every day. More information will follow and we thank you for your patience with this matter.

**Please note the telephone number for Ark Victoria is:  
0121 393 4459**



## School Timings Update

### Start and Finish Times

Nursery AM	START 8.20am	FINISH 11.25am
Nursery PM	START 12.25pm	FINISH 3.15pm
Reception	START 8.40am	FINISH 3.15pm
Primary	START 8.40am	FINISH 3.15pm
Secondary	START 8.25am	FINISH 3.00pm
Breakfast Club/ After School Club	START 7.30am	FINISH 4.30pm

### External Gate Opening and Closing Times

Coventry Road	AM 8.15am to 8.40am	PM 3.00pm to 3.40pm
Oldknow Road	AM 8.00am to 8.40am	PM 3.15pm to 3.40pm
Talbot Way	AM 8.20am to 8.40am	PM 3.15pm to 3.40pm

### Internal Gate Opening Times

Nursery	AM 8.20am to 8.45am AM 11.25am to 11.40am	PM 12.25pm to 12.40pm PM 3.15pm to 3.45pm
Reception	AM 8.20am to 8.40am	PM 3.15pm to 3.40pm
Primary	AM 8.20am to 8.40am	PM 3.15pm to 3.40pm
Secondary	AM 8.15am to 8.30am	PM 3.00pm to 3.15pm
Year 5/6	AM 8.20am to 8.45am	PM 3.15pm to 3.45pm

### Student Entrance Locations

Nursery	Nursery gate
Reception	Reception gate
Year 1	Primary playground doors
Year 2 + 3	Primary playground doors
Year 4	Phase 1 doors
Year 5	Oldknow Agrawal entrance
Year 6	Oldknow Year 6 block
Secondary	Coventry Road student gates – no access via PE entrance to the building until after line up. Please use playground entrances
Breakfast Club/ After School Club	Talbot Way main reception