

# Halsnead Primary School

Headteacher: Miss H. Taylor

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*Strive to Achieve*

18th June 2020

Dear Parent or Carer,

## **Proposal to change the length of the school day**

I am writing to inform you of some proposed changes to the structure of the school day.

We want to stagger the start and end times so that you have more chance to have informal conversations with teachers and make it easier for you to drop off children that are in different key stages.

	Nursery (No change)	Reception Start and End change	Key Stage One 50 minutes lunch	Key Stage Two All changed
Start of Day	8.30am	8.45am	8.50am	8.55am
Lunchtime Starts	11.30am	12.00pm	12.15pm	12.30pm
Lunchtime Ends	12.30pm	1.00pm	1.00pm	1.15pm
End of Day	3.30pm	3.15pm	3.05 pm	3.10pm

Should the changes be approved, they will come into force from the 2nd September 2020 or as soon as the school is able to revert to our normal drop off and collection arrangements.

I appreciate that these changes may affect you, in terms of childcare or working arrangements. For this reason, I would like to invite you to give your feedback by sending your responses to [head@halsnead.co.uk](mailto:head@halsnead.co.uk)

Yours sincerely

A handwritten signature in black ink, appearing to be 'H. Taylor', written in a cursive style.

H. Taylor  
Headteacher