



Carr Head Primary School
Carr Head Lane
Poulton Le Fylde
FY6 8JB



Headteacher: Mrs A Slack

Phone: 01253 883558

20th July 2021

Dear parents/ carers

This letter contains the information you need for the start of the new school year. It's perfect to put on the fridge for easy reference. We will be keeping the routines at the beginning and end of the day as these have worked well.

Timings of the school day

Wave 1: Oak / Year 6 / Year 5 / Year 4

Arrival Window: 8.45am – 8.55am

School starts: 8.55am (any arrival after this time will be considered late)

Oak: Entrance is through the gate in front of the office, down the path and through the red door.

Year 6: Entrance is through the playground and into the classroom.

Year 5: Entrance is through the car park, through the gate by the kitchen, into the corridor and into the classroom.

Year 4: Entrance is through the car park, through the hall, and into the classroom.

Wave 2: Year 1 / Year 2 / Year 3

Arrival Window: 8.50am – 9.00am

School starts: 9.00am (any arrival after this time will be classed as late)

Year 1: Entrance is through the gate at the front of the school office, down the path and through the red door.

Year 2: Entrance is through the gate at the front of the school office, down the path and through the red door.

Year 3: Entrance is through the car park, through the hall, and into the classroom.

End of the Day

So that children have the expected amount of time in lessons, we will need to continue to stagger home times. This will also reduce congestion at what is normally a very busy time of the day.

We recognise that for some families, this means that there is a wait between their children coming out of school. We have been unable to find a workable way to get around this issue and so apologise in advance for any inconvenience caused.

The car park will be out of use from 3.15pm to 3.40pm.

Wave 1: Oak

Oak class: 3.20pm. Please collect your child from the playground. You will need to enter through the pedestrian gate and leave through the double gates onto the car park.

Year 6 / Year 5 / Year 4

Year 6: 3.25pm: Please collect your child from the playground. You will need to enter through the pedestrian gate and leave through the double gates onto the car park.

Year 5: 3.25pm: Please collect your child from the car park.

Year 4: 3.25pm: Please collect your child from the railings at the front of school. When Mrs Woodhouse sees you, she will send your child out to you. They will exit through the gate at the front of school.



Wave 2: Year 1 / Year 2 / Year 3

Year 1: 3.30pm. Please collect your child from the railings at the front of school. When Miss Kentish sees you, she will send your child out to you. They will exit through the gate at the front of school.

Year 2: 3.30pm. Please pick your child up from the playground. You will need to enter through the gate and leave through the double gates onto the car park.

Year 3: 3.30pm. Please pick your child up from the car park. You will be able to wait for your child on the car park.

Whilst waiting to pick up your child/children, we would urge you to spread out at all times.

Staffing

The classroom staff profile for the coming year is as follows:

Oak – Miss Murphy, Mrs Jones and Mrs Nelligan.

Y1 – Miss Kentish, Mrs Howarth and Mrs Spencer.

Y2 – Mrs Haley, Mrs Seed, Mrs Hughes and Mrs Nelligan

Y3 – Mrs Cooper, Mrs Swarbrick and Mrs Hargreaves

Y4 – Mrs Woodhouse, Mrs Hargreaves and Mrs Swarbrick

Y5 – Mrs Haines, Mr Clements, Mrs Lupton and Mrs Hutchinson

Y6 – Mr Cartridge, Mrs Hutchinson and Mrs Lupton

Mrs Curran and Mrs Houlton will be providing specific support mainly in Oak class.

Roseann will continue to lead our pastoral team.

Mrs Nicholson will not be class based.

Uniform

The children will need to return to school in full school uniform. For details of our uniform policy, please refer to the school website. PE kit will need to be worn to school on set PE days:

Oak - Wednesday

Year 1 - Tuesday and Wednesday (outside)

Year 2 - Monday and Thursday (outside)

Year 3 - Monday and Wednesday (outside)

Year 4 - Thursday and Friday (outside)

Year 5 - Tuesday and Friday (outside)

Year 6 - Wednesday and Friday (swimming)

Before and After School Club: CHUKS

CHUKS is open as usual (07:45-17:30) for all year groups and sessions should be booked through ParentPay in the normal manner.

CHUKS will be held in the hall. Children using this provision will enter (mornings) and exit (home time) through the hall doors. We ask that parents take care when approaching the building through the car park. Please note that the school car park is for staff only and parents should not use the car park when dropping off or picking up (regardless of the time) unless by prior arrangement with Mrs. Slack.

All the routines and procedures outlined above will be reviewed on an on-going basis and any changes communicated to parents through the usual channels. I would like to thank you for all your support and understanding at this time. We really do appreciate it.

Many thanks and best wishes.

Angeli Slack

Angeli Slack
Headteacher

