

# Northwick Park Primary and Nursery Academy

Company No. 9154404

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**Chief Executive Officer: Emma Lane MBE**

September 2023

Dear Parents/Carers

I hope you have had a good summer with your families. We are really looking forward to seeing the children on Monday.

As you are aware, the times have changed slightly this year.

The starting and finishing times are as follows:

Year 1	arrival 8:35	collection 3:10
Year 2	arrival 8:30	collection 3:10
Years 3,4,5 and 6	arrival 8:30	collection 3:15

To keep everyone safe and ensure a prompt start to the school day, parents and carers of children in Years One to Six will continue to not be allowed on the school site in the morning. If you need to go to the office in the morning, please speak to a member of staff at the gate who may be able to help you.

Teaching staff can be contacted via their year group email addresses and are available at the end of the school day when they see the children out. At the end of the day, they may have limited time as many run after school clubs or are tutoring Year Six children. If you need a longer discussion, please email the year group email and an appointment can be arranged.

The entrance and collection points are:

	<b>Entrance</b>	<b>Collection</b>
Year 1	Back Gate	Enclosed area outside the classrooms
Year 2	Front Gate	Playground outside their classrooms
Year 3	Front Gate	Outside the Year 3 classrooms at the front of the school
Year 4	Back Gate	By the demountable building near the Year 1 classrooms
Year 5	Front Gate	By the link corridor at the front of the school
Year 6	Back Gate	Back gate. To ease congestion, unless collecting other children, we ask the parents/carers of Year 6 children to wait outside the gate.

If children need to enter through a different gate in the morning, they are able to walk round to their classrooms. Year 1 and Year 2 children will be taken by staff.

If your children are going to be attending breakfast and/or after school club please continue to contact Mrs Thompson to book them in [Bthompson@northwickpark.essex.sch.uk](mailto:Bthompson@northwickpark.essex.sch.uk) 01268 511863.

Years 2, 3, 4 and 6 have PE on Monday so they can come to school in their PE Kit.

As you were informed in July, regrettably from 4th September, we will be raising the cost of school meals from £2.00 to £2.20. This is due to rising food, energy, and staffing costs. This is the first price rise in over 10 years.

Thank you for your understanding and support.

Have a lovely weekend.

Yours sincerely

Emma Lane  
Chief Executive Officer