



## Eastbrook Primary Academy

Interim Headteacher: Mrs N Naylor

Tel: 01273 874050

Email: [office@eastbrook.w-sussex.sch.uk](mailto:office@eastbrook.w-sussex.sch.uk)

Website: [www.eastbrook.w-sussex.sch.uk](http://www.eastbrook.w-sussex.sch.uk)



Wednesday 25<sup>th</sup> August 2021

Dear Parents and Carers,

I hope you have all had a restful summer holiday and we are looking forward to seeing all children return to school on Monday 6<sup>th</sup> September 2021, for the start of the new academic year.

I would like to take this opportunity to say how delighted I am to be the Interim Headteacher at Eastbrook Primary Academy during the Autumn term 2021.

Having worked at the school since 2009 firstly as a class teacher, then as Assistant Head and most recently Deputy Head, I have been in an extremely privileged position to teach and build positive relationships with many of the children at Eastbrook. Additionally, I am aware of the high expectations we have at Eastbrook and will continue the school's vision and ethos of 'Everyone Matters and Everyday Counts'. I am excited to continue Eastbrook's next chapter and I hope we can continue to work together to build upon the successful foundations already laid by Mrs Sherlock and through the wonderful support of our parents and school community.

As we approach the start of new academic year, I would like to update you on the start and end of day routines and timings, including any additional information that may be of relevance.

### Start and End of Day Routines and Timings for Pupils – Autumn 2021

Below is an overview of the start and end of day arrangements for the Autumn term. Last year, the school trialled staggered start and finish times and used two different gates for pupils and parents to enter and exit the playgrounds. The use of the two gates proved extremely effective at creating a calm start for the pupils when entering the school and a safe handover at the end of the day so this will be continuing for the Autumn term. These arrangements will be reviewed regularly, and amendments will be made where needed.

	<b>Start of Day</b>	<b>End of Day</b>	<b>Gate</b>
<b>Reception</b>	See transition letter regarding week commencing 6 <sup>th</sup> and 13 <sup>th</sup> September  <i>Week commencing 20<sup>th</sup> September 8.45am- wait in the allocated area in EYFS</i>	See transition letter regarding week commencing 6 <sup>th</sup> and 13 <sup>th</sup> September  <i>Week commencing 20<sup>th</sup> September 2.55-3.00pm- wait in the allocated area in EYFS</i>	Please use the main gate at the side of the school. We would prefer people leave by the gate at the side of EYFS
<b>KS1 (Years 1 and 2)</b>	8.45am Gate and classroom doors will be open	2.55- 3.00pm Classroom doors will be open	Please use the main gate at the side of the school. The main gate or the gate by the side of EYFS can also be used to leave the school premises.
<b>KS2 (Years 3 and 4)</b>	8.45 am Gate opens Children will line up on the playground where an adult will direct them into the school building using their allocated door.	2.55pm Parents will be directed to the allocated area.	To enter the playground, please use the side gate nearest the park, by the alleyway. To leave the school premises, please use the main gate where Mrs Morgan stands.

Manor Hall Road, Southwick, West Sussex BN42 4NF

REACH2 Academy Trust, Company Number: 8452281, Registered in England and Wales;  
Charity Number: 1149000; Registered Address: Henhurst Ridge Primary Academy, Henhurst Ridge,  
Branston, Burton-upon-Trent, Derby DE13 9TQ.



<b>KS2 (Years 5 and 6)</b>	<b>8.45am Gate opens</b> Children will line up on the playground where an adult will direct them into the school building using their allocated door.	<b>3.00pm</b> Parents will be directed to the allocated area.	To enter the playground, please use the side gate nearest the park, by the alleyway. To leave the school premises, please use the main gate where Mrs Morgan stands.
------------------------------------	--	--	---

The gates will be opened in the mornings at 8.45am and closed at 9.05am. In the afternoons, the gates will be opened at 2.50pm and closed at 3.05pm. It is expected that children will arrive at school on time. However, if a child is late and the gates are closed, they will need to go to the office to sign in, with the reason for their lateness recorded.

### **PE and Swimming**

On your child's allocated day of PE, we kindly ask that they wear their PE kit into school as this worked extremely well during the previous academic year. Children will still be required to bring in their swimming kit and change for their lesson. The table below provisionally outlines when each year group has PE and swimming.

	<b>PE – Autumn 1</b>	<b>Swimming – Autumn 1</b>
<b>Reception</b>	TBC	
<b>Year 1</b>	Wednesday	
<b>Year 2</b>	Tuesday	Wednesday
<b>Year 3</b>	Thursday	Wednesday
<b>Year 4</b>	Wednesday	Monday
<b>Year 5</b>	Friday	Thursday
<b>Year 6</b>	Monday	Friday

Additionally, Forest School letters will be sent to individual classes when their sessions will begin.

### **Transition Session – New Year 4 children (was 3JB and 3LS)**

Just a reminder for children new to Year 4, that an optional transition session has been arranged for **Friday 3<sup>rd</sup> September at 10am** as the original transition session planned on Monday 19<sup>th</sup> July was unable to go ahead. This will provide children with the opportunity to meet key staff and spend time in their new classroom. We kindly ask that children arrive using the gate on the KS2 playground (nearest the park) where members of staff will direct children to the Year 4 entrance. The session will last an hour and we ask that parents pick up at 11am, using the same arrangements as drop the off. Staff will be on hand to direct parents to Year 4 where your child will be waiting.

I would like to thank you in advance in supporting the school with these slightly amended arrangements.

Yours sincerely,

Mrs Naylor