

Friday October 21<sup>st</sup> 2011

Dear Parents and carers of Reception children,

I am writing to you at the end of Term One for several reasons. Firstly, I should like you to know how pleased we all are in school at the independent way your children have settled in during their first term. The classrooms are always bright and full of busy activities the children are enjoying! I hope that you have found it a positive experience too.

Secondly, a number of you have enquired about opportunities to remain in part-time education after Term One, especially for the youngest children.

Our school policy is that all Reception children should attend school every morning, as this provides consistency and builds development of key skills as well as friendships. We understand that at times, your child may feel more tired by the end of each week, although this too will improve as the children become more used to school routines.

However, there needs to be a regular commitment for afternoon attendance in order for us to know in advance staff requirements for each afternoon session so would you please complete the slip below and return it on Monday 31<sup>st</sup> October informing us of your intentions.

We will of course be working towards January 2012, when we would like every child to attend for five full days unless there are exceptional circumstances.

Thank you in advance for your co-operation and support. I would like to wish you a very happy break with your families, and look forward to working with you next term,

Yours sincerely

Ann Williams  
Headteacher

✂-----

My child \_\_\_\_\_ in \_\_\_\_\_ class will attend school

every morning and the following afternoons next term.

Mon  Tues  Wed  Thurs  Fri

Signed \_\_\_\_\_