



Southglade Primary and Nursery School  
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Headteacher: Mrs A Thomas (B.Ed. Hons)

28<sup>th</sup> November 2024

Dear Parents and Carers,

### MOVING TO TEMPORARY CLASSROOMS

When we return to school on 3.12.24 Year 1 will be in their new classrooms in the temporary building. This is a very exciting time and we have been working hard to get everything ready. Once the classrooms are set up we will send you some photographs.

Families can enter school via Beckhampton Road or by using the top gate on the playground. These routes are marked on the map and the entrance to your child's classroom is marked with a star. **1B and 1H will be using the same entrance.** At the start of the day your child will be greeted by a member of the year 1 team at the bottom of the ramp who will direct them to the stairs. Parents must say goodbye at the bottom of the ramp as they are not permitted to enter the building.

There will be extra staff positioned on the playground and in the stair wells on the first few days to show your child where to go.

At the end of the day your child will be collected from their zone on the playground. Parents should wait on the fake grass until their child is sent to them. Please do not shout your child to come over to the fake grass, as all staff have a duty of care to ensure that children are handed over safely to their grown up. We appreciate your understanding whilst we settle into new routines.

Please ensure that your child arrives on time as there will be significant delays in registering them at reception. In this instance you will need to wait with your child in reception until someone is available to take them across to the other building.

You will find some further questions and answers attached, if you have any other queries please do not hesitate to contact school.

Thank you for your support.

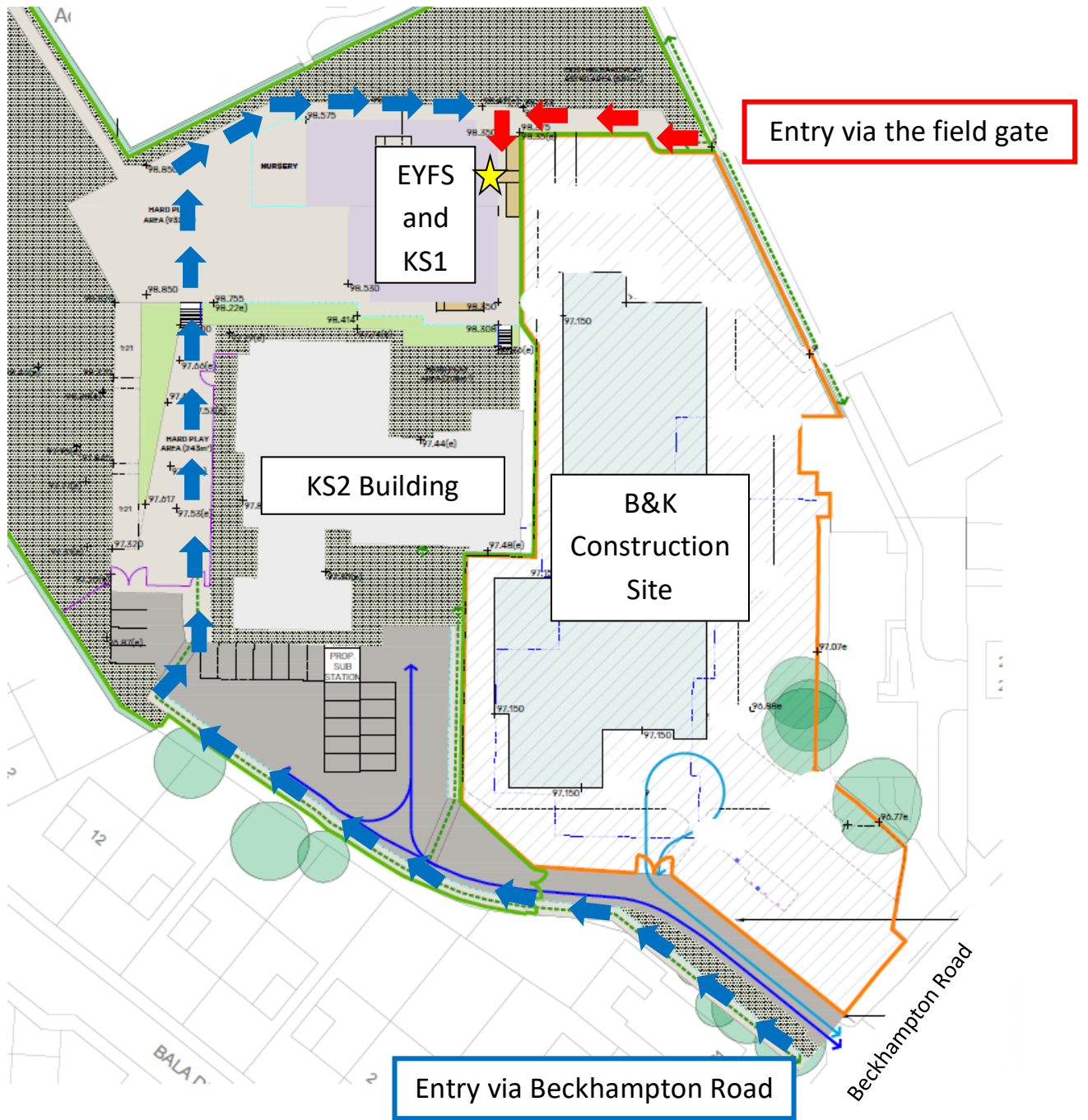
Yours sincerely,

Mrs Alison Thomas  
Headteacher

Southglade Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



2022-2025



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Question	Answer
Which entrance can I use?	There are two entrances to school. One on Beckhampton Road and the top playground gate. The Nursery gate will no longer be in use. You can use either entrance to access the school site and your child's class.
How will I find my child's class?	Each year group have been sent a letter with details, including a map, which shows the location of each entrance. These are also available on the website. There will be additional staff to direct people to where they need to go for the first few days.
Can I go into my child's classroom?	No due to safeguarding and health and safety parents and carers are unable to access classrooms. A staff member from your child's year group will be on the door each morning to greet your child and take any messages.
What should I do if I need to speak to my child's teacher?	Class teacher's will be available at the end of every day after they have dismissed their class. Please be patient and wait until every child has been safely collected. Alternatively, you can make an appointment to speak with your child's teacher by calling reception.
What should if my child is late?	No child should be late for school. Gates open at 8:35am and all children should be in class by 8:45am. Please be aware that there will be significant delays in registering your child after this time. You will need to enter school via the Beckhampton Road gate where the gatekeeper will contact reception to approve access. If your child is in key Stage 1 or EYFS you will need to remain with them in Reception until a staff member is available to take them over to their classroom
What should I do if I am running late at the end of the day to collect my child?	Please call school to notify reception that you will be late. After 3:25pm all children will be taken to be collected from reception.
Where will my child eat their dinner?	Children in Nursery, F2, Year 1 and year 2 will eat their dinners in the new building on the same timings as previously.
Will there be toilets in the temporary building?	Yes, there are toilets situated on both floors for the children to use. At playtime and lunchtime, the children will continue to use the toilets in the key stage 2 building.
How long will my child be in the temporary building for?	Approximately 18 months.
Will parents get any updates on the building works?	Yes, B&K will send out newsletters and we will share these with you as soon as we get them.
Will the building work be loud?	The contractors are used to working on live school sites but there will be periods of time of increased noise and busyness.

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