

18 January 2024
KOn/CGn

Dear Parents and Carers

I am writing to inform you about some of the changes that we will be making to our Middle School Reception routines, and opening times, which will be taking effect from Monday 22 January 2024. The adjustments that are outlined below have arisen as we are about to encounter a period of reduced administrative capacity in our teams that manage our Student Reception and Main Entrance areas for the remainder of Term 3 and 4. There will be no changes to our Lower and Upper School Reception routines.

Lower School Reception

Will be open as usual from 08:00 – 16:00 each day.

Middle School Reception

Will be open for children and adults to access from 08:30 – 09:15 and 14:40 – 15:20 each day.

During the school day, children will continue to be able to access all of the Student Support facilities that are based in the Middle School area, however, if they require medical attention they will be directed towards/taken to the Upper School Reception for treatment. For Year 5/6 children, there will continue to be minor injury level first aid provision in the Middle School area but if they require more significant treatment, they will be taken to the Upper School Reception area for further support.

Parents who arrive at school for meetings or need to drop off items for their child outside the hours outlined above, will be asked to go to the Upper School Reception where they will be welcomed and supported by the Middle and Upper School Reception Team.

Note: If your child has a collection/pick up arrangement from the Middle School Office within the time periods outlined above, this will be able to continue as normal and your current routine should not be affected.

Upper School Reception

Will be open as usual from 08:00 – 16:00 each day.

Thank you in advance for your support and flexibility whilst we navigate this period of reduced staff capacity. We hope that our normal Reception routines and opening times will return as quickly as possible, and I will write to you again in the future to confirm when this will happen.

Kind regards



Cate Gillman
Senior Operations Manager