



# Birley Primary Academy

A L.E.A.D Academy

**Headteacher:** Dawn McAughey

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Wednesday 3<sup>rd</sup> September 2025

Dear Parents/Carers,

I hope this letter finds you well and that you all enjoyed a restful and fun-filled summer break. I can't believe that we are already beginning the 2025-2026 academic year and it has been brilliant to see the majority of our children back in the academy with smiles on their faces.

Firstly, just as a reminder, the school day begins for children in Foundation Stage 2 and Key Stage 1 (Y1 and Y2) at 8:35am and ends at 3:05pm. For children in Key Stage 2 (Y3, Y4, Y5 and Y6), the school day begins at 8:40am and ends at 3:15pm.

In addition to this, I wanted to take this opportunity to remind you of the procedures for either collecting or dropping off children on the school yard. Firstly, it is of extreme importance that parents and carers allow teachers to bring their classes out on to the yard and to line the children up in their allocated spot before you attempt to take them. At the start of the previous academic year, we had parents/carers congregating around the exit doors, at the bottom of the steps and in walkways as the children left the school building attempting to collect them on their way out which cannot happen.

Therefore, may I remind parents that there is a zoned parent waiting area on the playground (indicated on the map on the next page) where we ask that you wait until children have exited the school building and lined up. Once this has happened, you can approach the line, informing your child's class teacher that you have taken your child. I am sure you will agree that the safety of all children is a priority and will work alongside us to ensure we achieve this.

In addition to this, the following information is about any child who arrives late. Firstly, any children arriving late after 8:45am **must be accompanied by an adult** to main reception, where the adult will be required to sign their child in and provide a reason for their late arrival for our attendance records.

Due to the system used for school dinners, we have specific procedures in place to ensure a smooth running of the kitchen. Therefore, for children arriving up until 9:15am, they will be given the full menu choice range when signing in. If children arrive between 9:15am to 10am, they will have a limited choice. However, any children arriving after 10am will need to bring a packed lunch from home for their dinner unless a dinner has already been pre-arranged.



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Many thanks for your continued support and we look forward to a fantastic year ahead.

*D.M. McAughey*

Dawn McAughey

Headteacher

### Lining Up and Parent Waiting Areas

