

Thursday 18th May 2023

Dear Parents/Carers,

RE: Changes to the school day

I am writing to inform you of an important change that will be taking place at Forest Academy from Monday 5th June 2023. As you may be aware, the government released a white paper which expects all state-funded mainstream schools to deliver a school week of at least 32.5 hours (6.5 hours a day) by September 2023.

Currently, Forest Academy's school day falls slightly short of this expectation. In order to bring the school day in line with the government's expectations, we will be implementing the following from Monday 5th June 2023:

- Reception's (EYFS) start time will begin 5 minutes earlier at 8:30am.
- The school bell will be rung 10 minutes earlier at 8:45am.
- Registers will be taken at 8:45am and your child will receive a late mark 'L' if they are not in by 8:45am.
- Children arriving after 8:45am will be required to enter the school via the school office to be signed into the 'Late Book'. They must be accompanied by a parent/carer who must provide a reason for their lateness.
- At 9:20am the registers will be closed. In accordance with regulations, if your child arrives after 9:20am, they will receive a mark that shows them to be on site - 'U', but this will not count as a present mark; it will mean they have an unauthorised absence.
- KS1's (Year 1 and Year 2) school day will be extended by 5 minutes and end at 3:15pm.

To support the collection of siblings in different year groups, Reception pupils will continue to be dismissed at 3:00 pm from the front playground. However, from Monday 5th June 2023, Year 1 and Year 2 pupils will be dismissed at 3:15 pm from the KS2 playground.

We understand that these changes may cause some inconvenience, but we believe that they are necessary in order to ensure that our pupils receive the full amount of learning time required by the





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government. We appreciate your cooperation in making sure that your child arrives at school on time and is collected promptly at the end of the school day.

If you have any questions or concerns regarding these changes, please do not hesitate to contact us.

Thank you for your continued support.

Yours sincerely,

A handwritten signature in black ink that reads "S Lloyd".

Mrs. S Lloyd
Headteacher

