

**Wycliffe CE Primary School**

Saltaire Road

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Bradford

West Yorkshire

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Website: [www.wycliffeprimary.org](http://www.wycliffeprimary.org)

8<sup>th</sup> September 2017

Dear Parents and Carers

Welcome back to the New School Year!

You are no doubt aware that Wycliffe's Head teacher, Miss R. J Newman, has been absent from work for some time now. As a result, and in her absence, I have been appointed by the Board of Governors to the role of Interim Head Teacher. I am really pleased to be here at Wycliffe and am looking forward to working productively with pupils, parents, staff and governors to meet the challenges that lie ahead. Together I know we can bring about further improvement.

The first week has been really busy! I have been warmly welcomed by staff and pupils and have been extremely encouraged by the positivity and commitment of the staff group and the friendly, smart and polite children at the school. There is a great deal of potential at Wycliffe and a real willingness to work hard for the benefit of all the children in the school.

As an initial step, we are reviewing some of our day to day routines. It is a priority that we ensure the safety and well-being of pupils at all times.

Our focus has been the start and end of the school day and we are now seeking to confirm the arrangements with you, going forward, on a day to day basis.

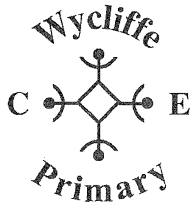
I would therefore like to draw your attention to the following information and ask for your support and co-operation in ensuring that our school routines are followed by everyone.

Please note therefore:

- **Children should not arrive at school until 8.40am. Parents should note that staff will be on duty at 8.40am and not before.**
- **From 8.40 children should go straight in to school, through the relevant door. The teacher will be in the classroom ready to receive them.**
- **Doors:**
  - **Reception will go in via Reception doors [Maple on the left and Oak on the right]**
  - **Years 1 and 2 – the door at the top of the ramp, in the Key stage 1 playground;**

Headteacher: Miss R J Newman

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- Years 3 and 4 enter by the door on the right, in the Key stage 2 playground;
- Years 5 and 6 should enter via the door on the left under the shelter.  
*All these doors will be labelled from Monday – 11<sup>th</sup> September.*
- If you have any urgent information regarding your child please see a member of the Senior staff, two of whom will always be on duty in the yard, from 8.40am.
- You can also meet with the teacher at the end of a school day or make an appointment via the school office.
- Please ensure all gates are closed after use.

**Please share and confirm these arrangements with your child, as appropriate. Thank you for your support in this matter. Further feedback is always welcome.**

Please also find attached a complete staff list by class, for your information.

I look forward to working with you over the coming months and will keep you up to date with changes and developments as they are introduced!

Yours sincerely

Mrs Carol A. McDermott

Interim Head Teacher

Headteacher: Miss R J Newman

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