



Bayford C of E Primary School & Nursery

Headteacher: Dr Malcom Foster

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26th April 2024

Dear Parents,

School Hours from September

Thank you to those parents who completed the online questionnaire following my letter in February about the need to extend the school hours from September to 32.5 hours per week. Your feedback, along with the responses from staff and governors, have been really helpful in helping us make a decision about how to proceed.

From September, the school's new hours will be **from 8.45am until 3.15pm** for **ALL** children in Reception to Year 6. To help relieve the parking difficulties, in the morning we will be opening the school gates at 8.35am for a 10-minute soft-start to the day. Registers will be taken at 8.45am so the gates will be closed a minute or two before then to ensure children can get into class in time for registration. Children arriving after the register has been taken will be marked as late. Furthermore, children arriving after 8.55am will receive an un-authorised absence mark for the entire morning session. These penalties are in line with our attendance policy which is created under guidance from the DfE.

Yours sincerely

Malcom Foster

