



# Millbrook Primary School

Executive Headteacher: Mrs G M Gray (BSC Hons Lond) PGCE NPQH

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Ref: Reception/GB/Nov 2015 progression

Dear Parents/Carers

As we start our second week in our second half term in school we are asking parents and guardians to help our mornings to run smoother.

The children have now all started daily phonics sessions along with the rest of school. These sessions aren't always in our classroom as we move around school depending on the phase of phonics we are working at. This means our mornings can be very busy trying to get all of the jobs done and ready before 9am. Therefore, we ask that all children are ready to start the school day at 8.50am. To help support your child's independence we ask that you now say your goodbyes in the cloakroom and allow your child to enter the classroom independently. This helps the day to start promptly, limit any distractions and maximises learning time.

We appreciate there are messages that need to be passed on, therefore please write any messages in your child's diary and put them in the wallet in the cloakroom. We do hold an open door policy at Millbrook and if you have any queries or concerns please come to see me at the end of the day as I try to ensure I'm available and visible outdoors. If you would prefer to make a formal meeting please ring the office to make an appointment.

Thank you once again for supporting your child's independence and helping our mornings in school to work more efficiently.

Yours sincerely

Miss Lang  
Reception Class Teacher



PLAY ALONG  
PRESCHOOL  
JULY 2011