

# UPHALL PRIMARY SCHOOL

Uphall Primary School,  
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Senior Learning Leader:  
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13<sup>th</sup> July 2023

Dear Families,

## School day – New Times – Reception-Yr 6 8.50 – 3.20

As we approach the end of the school year, I want to inform you about the new start and finish times for Uphall School from September 2023.

The Dfe have advised that it is best practice for all schools to provide a minimum teaching timetable of 32.5 hours per week from September 2023. To ensure that we are achieving this we will be extending our school day in September so that all year groups from Reception to Year 6 will begin school at **8.50 a.m.** and school will finish for everyone at **3.20 p.m.** This change will allow for better quality lesson time during our afternoon sessions. These changes will take place from **Wednesday 6<sup>th</sup> September 2023.**

The school gates will open at **8.40 a.m.** in the mornings and will be closed promptly at **8.50 a.m.** Any children arriving at school after this time will be classed as “late” and will need to enter the school via the school office where the reason for being late can be recorded and monitored. In the afternoon, the gates will open at **3.25** and children will be brought out to the playground at **3.20 p.m.** Class leaders will wait with the children on the playground until **3.35 p.m.** to allow any parents who have more than one child enough time to collect siblings from different year groups. If any children are not collected by **3.35 p.m.** they will be sent back to their classrooms where they will be supervised while they wait for their adult to arrive.

**Also, from September we will no longer be using the Car Park as an entrance into the school.** Parents and children can enter through any of the other gates. The Car Park is for Staff Parking only. This is also a Fire Escape Route.

If you have any further questions regarding the changes to the school day, you can contact the school office by phone on 0208 478 2993 or email via the following address:

[admin@uphallprimary.co.uk](mailto:admin@uphallprimary.co.uk)

Yours sincerely,

Dr. K. Atwal



**‘Committed to Inclusion. Passionate about Learning’**

*We are committed to safeguarding and promoting the welfare of all children and staff and expect members of our school community to share this commitment.*