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Thursday, 4th September 2025

Welcome Back! – September 2025

Dear Parents and Carers,

Welcome back to the start of the new academic year, we hope that everyone has had a wonderful summer break. Ahead of the children returning, this letter serves as an opportunity to remind you of a few key things.

School Hours & Drop-Off and Pick-Up Locations

A reminder of timings and locations can be found below and updated internal and external maps can be found attached. Please note that children new to GRPA are initially required to follow the transitional staggered start timetables that have already been shared with you.

Year group	Location Drop-Off and Pick-Up	Drop-Off Window/Time	School Starts	School Finishes
Nursery	Nursery main entrance	8.35-8.45am	8.45am	3.15pm
<i>Please note: Children attending morning sessions should only be collected at 11.45am, those attending the lunch session should be collected at 12.15pm and pupils attending afternoon sessions are to start at 12.15pm</i>				
Reception (Birch and Hazel class)	EYFS front gate	8.35-8.45am	8.45am	3.15pm
Reception (Willow class)	EYFS side gate			
Year One and Year Two	Classroom door	8.35-8.45am	8.45am	3.15pm
Year Three – Year Six	Classroom door	8.40-8.50am	8.50am	3.20pm

Uniform and What to Bring

We can confirm that we have attached our uniform policy to enable you to familiarise yourselves with what the children are required to wear and bring to school each day.

Parking

We would like to remind you that the car park is for staff and visitors to the school only, and **not** for parents/carers. On behalf of our local residents, we also ask that you park considerately and avoid the areas marked by our parking buddies.

Polite Plea (on behalf of the Admin Team)

We kindly ask that you please bear with us in the first few days of term as it is an extremely busy time with many parents/carers wanting to come to the offices to ask questions, handover medication etc. We will have all hands-on deck, but we are a small admin team, so we kindly ask for your patience. If necessary, we will arrange to either call or email you back later in the day if we are unable to resolve your query in the moment. We assure you that we will always get back to you, and we appreciate and thank you for your understanding in advance.

Take One Book Celebration – Friday, 12th September

During the first week back, children from Year One to Year Six will be taking part in a 'Take One Book' project where they will be producing work around the popular picture book 'Journey'. To allow you to be part of the book-based celebration, and to enable you to visit your child's new classroom and meet their new teacher, we would like to invite parents/carers in from 2.30pm on **Friday, 12th September**. Please enter via the school gates and head directly to your child's classroom. If you have more than one child at within Years One to Six, you will be able to visit all classrooms during this 45-minute period, using the external doors accessible by the playground.

Staff Point of Contacts and Communication Expectations

As we would like to remind you of our various points of contact, within our Parental Communication Policy (to which you can find attached), you will find an updated list of relevant staff members, along with their roles and contact details. Please ensure you refer to this before contacting the school, to ensure your question or concern can be directed and addressed as efficiently as possible.

Key Dates

We are excited to announce, following parent/carer feedback, a key dates [page](#) can now be found on our website, within the parents/carers section, and will therefore no longer be shared within our weekly newsletters. Please note that these dates are subject to change, but we endeavour to communicate accordingly and provide you with as much notice as possible if the need to change a date arises.

Parent/Carer Handbook

Lastly, we wanted to take the opportunity to share our most recent parent/carer handbook with you. This document is initially shared with you prior to your child starting here at GRPA, but we strongly encourage you to take the time to read and digest the information as changes have been recently made. We would suggest saving this document somewhere accessible to enable you to access it frequently as it contains vital information regarding our processes and expectations, for instance, how to report absence, school lunches etc.

We look forward to seeing you all tomorrow – **Friday, 5th September!**

Yours faithfully,



Mrs. Jen Fraser
Headteacher