



**Portobello Primary School**  
*Creating Confidence, Empowering Excellence, Igniting Independence*

**20<sup>th</sup> July 2023**



**September 2023**



Dear Parent/Carer,

We would like to share with you some information for the start of the new academic year in September.

Designated Safeguarding Leads, should you have any concerns about a child, are Mrs Humphrey, Miss West and Mrs Lockhart.

**Dates for your diary - Meet the teacher**

Year 1 - Tuesday 12<sup>th</sup> September

Year 2 - Wednesday 6<sup>th</sup> September

Year 3 - Thursday 14<sup>th</sup> September

Year 4 - Monday 11<sup>th</sup> September

Year 5 - Thursday 7<sup>th</sup> September

Year 6 - Wednesday 6<sup>th</sup> September

You are invited to meet your child's class teacher for a short, informal meeting on the above dates at 4.30p.m.

You will get to know more about what is happening at school and ways you can help your child too.

If you can't make it to any of the sessions or you have a clash of meetings with more than one year group to attend, don't worry! Following the events, we will have copies of the presentations.

**Start and end of the day procedures**

**Reception, Year 1 and Year 2 (new times)**

- Children should be brought on to the infant yard between **8.40am - 8.50am** where a senior member of staff will be waiting to admit them to the building. Once your child has been admitted they will go straight to their classroom to start a morning task. Doors will close at 8.50am promptly and registers taken.
- All classes will be dismissed on to the infant yard at 3.20pm. Reception will leave from their outdoor area, Year 1 from the door they enter on a morning and Year 2 from the library external door.

**Year 3 - Year 6**

- Children should be brought to the main gates between **8.40am - 8.55am** where a senior member of staff will be waiting to admit them to the building. Once your child has been admitted they will go straight to their classroom to start a morning task. Gates will close at 8.55am promptly and registers taken.
- Year 3 and Year 4 will be dismissed on to the Key Stage 2 yard by the class teacher or teaching assistant at 3.25pm prompt
- Year 5 and Year 6 will be dismissed on to the Key Stage 2 yard by the class teacher or teaching assistant at 3.30pm prompt

***Any child arriving after 8.55am must be brought to the main office by a parent/carers where a reason will be recorded which may be discussed with the Headteacher and Governing Body should it cause a concern to your child's learning.***

Kind regards  
Mrs J Humphrey  
Head Teacher



**BIG AWARD**  
ENDORSED BY KIOSCOPE

