



# NECHELLS PRIMARY E-ACT ACADEMY

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Headteacher Mrs L Mahony

19 October 2018

Dear Parent/Carer

## **Reception Staffing**

We are really pleased at how well the children have settled into their new school. Routines have been established and the children are happy.

You may be aware that Miss Kee is currently away from school due to illness.

Miss Chavda, an Early Years specialist who has worked at Mansfield Green Academy, is currently supporting our Reception class.

## **Morning Drop Off**

As part of our transition programme we asked for all Reception children to be dropped at the Reception entrance. Having reviewed the system and taken feedback from parents, from Monday, Reception children will be dropped at the main front or back gate (not Reception). The Reception staff will then greet pupils on the playground and then take them to their classroom once the bell has rung at 8.55am.

Thank you for your understanding on these matters.

Yours sincerely

Mrs L Mahony  
Headteacher