



London Borough of Havering  
**ENGAYNE PRIMARY SCHOOL**  
Mrs S Sankey: Headteacher  
01708 223492

August 2021

Dear Parents and Carers,

**Procedures for the start of term and other information**

Welcome back everyone and hopefully to some normality.

The children will start the autumn term on **Thursday 2<sup>nd</sup> September.**

We will resume normal procedures at the start of term with some minor changes.

As the children had transition days the children can enter school and go straight to classes as they will know where to go. Staff will support the children.

PLEASE be mindful most children will not remember how things used to be so will need time to adjust, as will all staff and you!

No bikes and scooters until Monday 6<sup>th</sup> September.

8:40 children in KS2 can enter school / 8:45 year 1 and 2

The office will remain closed but more information will be sent.

Year group	Times	Gates	Other info
6	Reg 8:50 3:20 end of day	Office entrance Severn Drive yr6 children only	
5	Reg 8:50 3:20 end of day	Humber Drive	
4	Reg 8:50 3:20 end of day	Humber Drive	
3	Reg 8:50 3:20 end of day (earlier to start with)	Humber Drive	Year 3 will come out first
2	8:45 enter gates 8:55 registration 3:10 pm	Severn Drive am Humber Drive pm	A swift exit is needed so we can then release year 3
1	8:45 enter gates 8:55 registration 3:10 pm	Severn Drive gate	Exit quickly for the new rec children am Pick up KS1 playground
REC	See separate letter sent	Severn Drive gate	Pick up rainbow steps

Yours Sincerely

  
Mrs Sankey