



ABBOT'S LEA SCHOOL

Headteacher: Mrs Ania Hildrey, FCCT, B.Ed(Hons), M.Ed, NPQH, NPQEL



8 July 2024

Dear Families and Transport Providers

Ref: Abbot's Lea School – end of year dates and transport and parking arrangements

As we approach the end of this academic year, please be advised of the key diary dates and transport protocol for those:

This week:

- **Friday, 12 July 2024 is our INSET day – school is closed to all students.**

Next week (last week of term):

- This will be our **Transition Week**, with all students (current and those new to the school in September) will be learning in their next year's class groups.
- The students will be in their new classes from Monday 15 July until Friday 19 July.
- The students will have new staff members working with them.
- Transition Week will allow for a smooth, extended transition helping our students learn the routines expected of them in September.
- This will include:
 - Learning their class name
 - Learning their teacher's name
 - Learning the route to/from their new classroom

Transport Window Timings:

- Morning transport window: opens at 8:45am
- Afternoon transport window: opens at 2:45pm

Please note that there is no parental parking available on site. If you arrive on foot, please make your way to the reception area. If you are arriving by car or taxi, you are encouraged to park offsite and walk. You are welcome to enter the site in your car or taxi, but this will slow you down. Please note that you must remain in your vehicle, following staff' instructions, navigating designated route only. Staff will come to collect your child from the vehicle in the morning. In the afternoon, you will be asked to provide the name(s) of student(s) you are collecting and they will be brought to your vehicle. Please remain in your vehicle.

Last day of term - 19 July 2024, EARLY FINISH 12:30-1pm:

On the last day of term, the school will have an early finish at 1pm. That day, the transport window will open at 12:30pm to accommodate the adjusted schedule and collection of every child by 1pm.

We appreciate your cooperation and understanding in adhering to these timings and procedures.

Yours sincerely

Mrs A Hildrey
Headteacher