St Nicholas CE Primary School

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Headteacher: Miss Amy King

6th September 2026

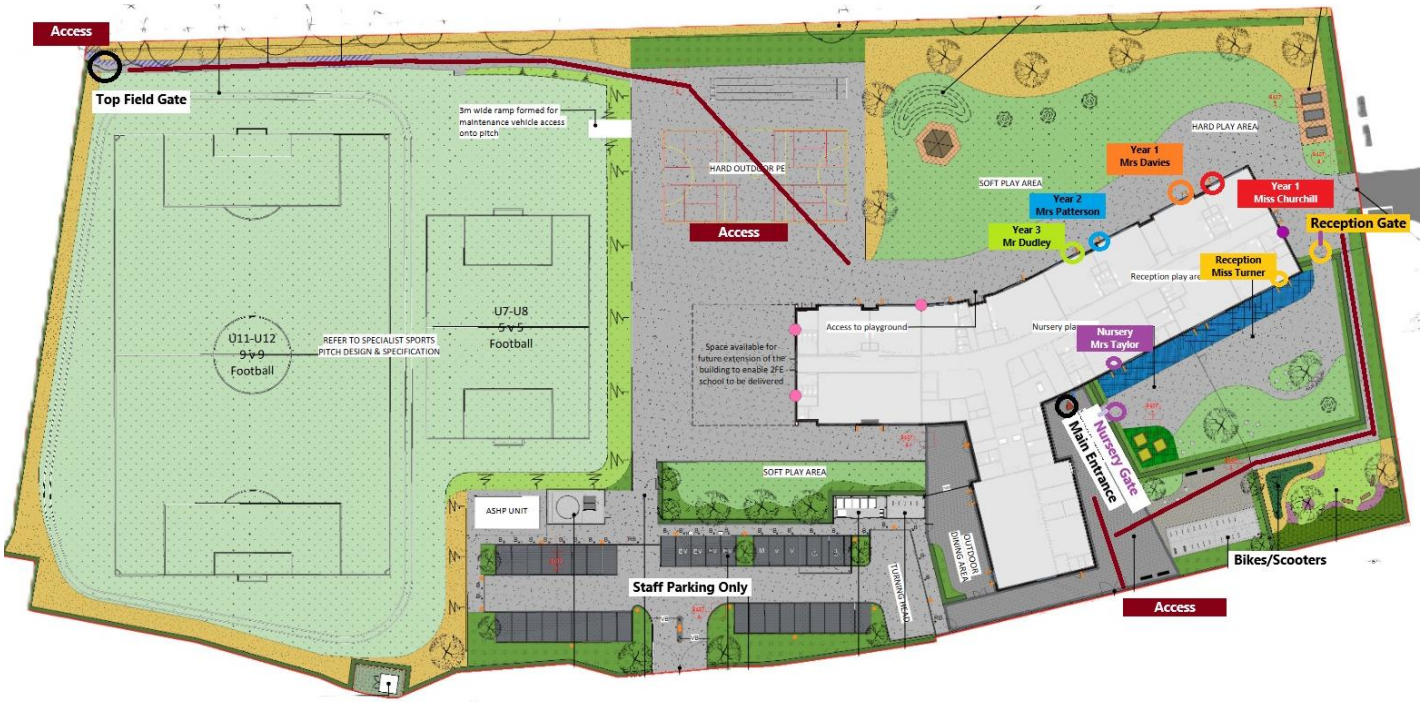
Dear Parents and Carers,

Welcome to the Start of the New School Year

We are very much looking forward to getting our new school year underway as we begin our first year as St Nicholas CE Primary School, in our brand-new home. It was lovely to welcome those of you who could make it to our Open Afternoon on Friday and we look forward to seeing everyone else this coming week.

I just wanted to share some key information ahead of the week starting to help things run as smoothly as possible. Please bear with us as we settle in, we foresee that we will inevitably need to make some tweaks to procedures and processes and we will keep you informed of this as we go along.

School Site



There are two access points to reach school:

- The main entrance access will be available throughout the day. Breakfast Club and Puffins will need to use this access point. Nursery will also need to access here in the middle of the day.
- The field access gate will be open for drop off at 8:25am ready for our 8:30am start. The gate will close again at 8:40am. The field access gate will be open again for pick up at 2:55pm and locked at 3:10pm.
- Access points are located on the plan above, the main entrance access point is off Gatehouse Crescent. The field access point is reached via the footpath that starts on the corner of Fir Tree Avenue and Wantage Road.
- Please note there is no on-site parking at the school, this is reserved for staff and visitors only. Barriers are in operation.

Drop Off & Pick Up

The timings of the school day have remained the same:

- The school day begins at 8:30am and finishes at 3:00pm.
- Breakfast Club is available from 7:50am (pre-booking required).
- Puffins afterschool club is available Monday to Friday until 5:30pm.

You can see classrooms labelled on the plan included in this letter. Additionally, each class is labelled on its window so you can see where you need to be.

To gain access to Breakfast Club and to collect from Puffins, you will need to use the intercom at the main entrance. Instructions are available at the intercom, please follow these.

Please ensure children wait with you at drop off times, they must not be allowed to run around the site. Please note, the field must not be used.

We will be encouraging children to queue to enter their class doors/gates and all help with this is much appreciated.

Medication

If your child requires medication in school, please bring this to the main office after you drop off your child in the morning. Please be mindful that this may take some time as there will be some required paperwork for you to complete before we can take it from you, thank you.

We anticipate many questions as we go along, please don't hesitate to speak to me (I'll be on the main entrance gate as much as possible) and we will do our best to keep you informed.

Warm regards,



Miss A King
Headteacher