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| Our Ref:  Your Ref:  Contact:  Tel:  E-mail:  Date: | GM/MSC  01698 274995  21 March 2019 |  | |
|  | |  | Education and Families  **Gillian Matthews**  Head Teacher  Muirhouse Primary School & Nursery  66 Barons Road  Motherwell ML1 2NB  [ht@muirhouse.n-lanark.sch.uk](mailto:ht@muirhouse.n-lanark.sch.uk) |
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Dear Parents and Carers

**SUPERVISION OF PUPILS BEFORE 8.55AM**

I outlined our arrangements for supervision of pupils before 8.55am in the most recent newsletter, but in order to make the situation more manageable within the resources available, further changes to our wet weather arrangements will now be made. A reminder of all our arrangements is set out below.

Pupils attending the breakfast club will be admitted from 8.15am as before. Anyone who arrives for breakfast club before 8.15am will not be supervised and remains the responsibility of the parent until this time. As before, all pupils attending breakfast club must enter by the main door and sign in with the supervisor.

For the time being, an adult supervisor (the janitor) will be in the playground from **8.30am**. He is located in the upper school playground. From **8.40am**, a member of school management goes to supervise the other side of the playground. Infant children in the breakfast club are permitted to go out after **8.40am** when this additional presence is added.

Parents should be aware that supervision before **8.55am** is minimal and you are advised to refrain from sending children who are not going to breakfast club too early. Parents are also asked to make sure your child understands that once in school, they do not leave again.

Parents are welcome to wait near the gate until the bell, but are asked not to approach the lines when the bell goes, in order that the area is clear for the children.

**WET WEATHER**

**Only those going to breakfast club may enter by the front door.** To avoid congestion in the car park and foyer, all other pupils must enter by the senior doors in the playground which will now be opened at **8.40am** to admit children into the hall. This is a change and has been made to reduce the time pupils have to spend in the hall and to ensure adequate supervision for pupils inside. Parents should be aware that there is no requirement for schools to admit any pupils into the building, (other than those going to breakfast club), before the start of school.

Pupils arriving late, after the pupil entrances have closed, will still require to enter via the main door and sign in, but parents should note it will not be opened until after the bell has gone.

Parents are asked for their full co-operation in this matter.

Yours sincerely

Gillian Matthews

Head Teacher