



**Ormiston Cliff Park**  
**PRIMARY ACADEMY**

Orde Avenue  
Gorleston-on-sea  
Norfolk  
NR31 6SZ

**Phone:** 01493 661523

**Email:** office@ocppa.co.uk

**Web:** www.ocppa.co.uk

**Principal:** Mrs K Rutherford MA BEd

 **Anchored in excellence**

04<sup>th</sup> September 2023

Dear Parents/Carers,

The purpose of this letter is to inform you of the arrangements for the first two days of term as we want every child to have a really positive start to the new academic year from the moment they arrive at the Academy gates!

### **Entrance and Exit Procedures for Tuesday 5<sup>th</sup> September and Wednesday 6<sup>th</sup> September 2022**

**Years 1 and 2** - Pupils and parents/carers to arrive between 8.30am and 8.45am.

Pupils and parents/carers to enter the Academy via the Key Stage 1 gates and move to the playground where your child's class teacher will be waiting for them. Classes will be clearly signposted.

In order to minimise large groups gathering together, we ask for parents to pass their children to their new teacher and then move away from site as quickly as possible.

**Exit procedures** - Parents are asked to wait to collect Year 1 children from Year 1 playground doors and Year 2 children from Year 2 door classroom doors at 3.00pm.

**Year 3** - Pupils and parents/carers to arrive between 8.30am and 8.45am.

Pupils and parents/carers to enter the Academy via the main gates and move to the Key Stage Two playground *via the staff car park*, where your child's class teacher will be waiting for them. Classes will be clearly signposted.

In order to minimise large groups gathering together, we ask for parents to pass their children to their new teacher and then move away from site as quickly as possible.

**Exit procedures** - Parents are asked to enter the Key Stage Two playground and wait in the allocated Year Group Zone at 3.05pm.

**Years 4, 5 and 6** - Pupils and parents/carers to arrive between 8.30am and 8.45am.

Pupils *only* access the Academy via the Key Stage Two gate and walk to the southern end of the playground where their new teachers will be waiting for them. Classes will be clearly signposted.

*We request that parents/carers of pupils in Years 4,5 and 6 drop children at the gate and do not enter the playground.*

**Exit procedures** - Parents are asked to enter the Key Stage Two playground and wait in the allocated Year Group Zone at 3.05pm.

**Entrance and Exit Procedures from Thursday 8th September 2022 onwards:**

**Years 1, 2, 4, 5, and 6** - Procedures for entrance and exit will remain the same as Monday and Tuesday, except the children will go straight to their classrooms rather than be met in the playground.

**Year 3** - From Thursday 7th September Year 3 will enter and exit the Academy, independently, via the same route as Years 4,5 and 6.

**Other reminders:**

**Uniform** - All children should be returning to the Academy in full main uniform ie shirts and ties - not summer uniform. It is an expectation that all children wear black school type shoes, PE sessions will be taking place from September and the children will be expected to change into PE kit during school time. A reminder that extreme haircuts and hair colouring is not acceptable.

**Packed Lunches** - May we remind parents that all food within packed lunches must be allergy free as we have children within the Academy with severe allergies.

**Mobile Phones** – May we remind all parents/carers that pupil’s mobile phones **are not allowed** on the Academy site at any time.

**Contact Details** – Please can all parents/carers ensure that we have up to date contact details of parents/carers and that there are also details of two other responsible adults who are named as points of contact in case of emergency.

**After School Provision and Breakfast Club** - Breakfast and After School Provision will be operating from the week commencing 11<sup>th</sup> September 2023. Please note we have a limited number of places and applications will be on a first come, first served basis, Bookings can now be made for September, please contact the Academy Office.

I hope you and your families have had a happy and restful holiday.

Thank you for your support.

Yours sincerely



Mrs K Rutherford  
Executive Principal