



# Singlewell School

Mackenzie Way Gravesend

Kent DA12 5TY

Telephone: (01474) 569859

Email: [office@singlewell.kent.sch.uk](mailto:office@singlewell.kent.sch.uk)

Headteacher: Mrs Rebecca Catt

Assistant Headteacher: Mrs Joanne Broad

7 October 2024

Dear Parents/Carers,

## **CHANGE TO THE SCHOOL GATE OPENING AND CLOSING TIMES**

I am writing to inform you of a change to the school gate opening and closing times, which will take effect from Term 2, Monday 4th November 2024. This adjustment is in response to recent Department for Education (DfE) guidance, which requires all schools to provide a minimum of 32.5 hours of learning time per week.

From 4th November, the school gates will open at 8:40 am and close promptly at 8:55 am. We strongly encourage parents to drop off their children at 8:40 am, to maximise learning time and ensure children are prepared for the start of lessons.

In the afternoon, the gates will open at 3:10 pm and close at 3:20 pm. This slight adjustment to our current schedule is essential to meet the revised guidance on school hours.

While we understand that this may require some minor afternoon adjustments, we appreciate your cooperation in ensuring that your child arrives and is collected on time.

If you have any questions or concerns regarding these changes, please do not hesitate to contact the School Office, and we will be happy to assist.

Kind regards.

Yours sincerely,

Mrs Rebecca Catt  
Headteacher