



Kingsnorth Church of England Primary School

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Headteacher: Mr Iain Witts

15th July 2024

Dear Parents / Carers

Year 6 Leavers' Assembly

I am delighted to confirm the arrangements for the Year 6 Leavers' Assembly on Tuesday 23rd July at 11am in the school hall. We would like to invite a maximum of two parents for each child; this will allow us to safely seat children from school. You will be asked to sign in at the green gates which we have used as an entrance point for all our class assemblies this academic year.

Please find below the details for the Assembly;

- 10.45am maximum of two parents sign in and invited to take their seats in hall
- Siblings of Year 6 children will be invited to attend the assembly; all other children will watch via a TEAMS link in their classrooms.
- Assembly is scheduled to last approximately 40 minutes
- Children will return to class after the assembly; Year 6 parents are invited to have a picnic with their child in the Year 6 outdoor area or in classrooms if temperatures are oppressive. This allows the rest of the school to use the playground for their lunchtime
- Year 6 children will return to class at 12.45 in order to complete their final registration and to prepare for the end of the day
- At 13.30pm Year 6 pupils will exit the side door of the building and be clapped out of school. Parents are invited to wait at the other side of the wooden gate in order to allow the Teaching team and other children from school to form a "guard of honour line"
- The rest of the school will be released from 13.15pm in order to allow focus on the Year 6 children leaving school

I hope that you will be able to join us on the final celebration event for your children.

Kind regards

Iain Witts

Executive Headteacher