



St Paul's CE Primary School

Newsletter

www.stpauls.hounslow.sch.uk

13th September 2019

Message from the Headteacher

It is lovely to have the children back in school after the summer holidays. The school always seems too quiet without children. I hope that you all had a great holiday and are looking forward to an exciting school year. The teachers have lots of plans for the coming year and I am sure that the children will enjoy their learning.

If you haven't yet seen it, do look out for the curriculum information and newsletter that your child's teacher has prepared. These resources are also uploaded to the class pages of the school website, along with other resources to support learning. Do have a look at the website as it is continually updated with news items, school information and diary dates:

www.stpauls.hounslow.sch.uk

As this is the first newsletter of the school year, it is quite long as there is quite a bit of procedural information – I apologise for this, but it is important!

Staff Updates

This term we welcome Miss Sarah Browne (nursery teacher) to the teaching staff. Mrs Yagana Ezame has joined the Early Years team, working alongside Mrs Lonsdale. We welcome Ms Lina Kasim to the catering team, she will supervise the pupils at lunchtime. Mrs Jacqueline Lewis has qualified as a teacher and is now teaching in Year 4. They have all made a great start to the term.

Over the summer holidays, Miss Catherine Morgan got married. She will now be known in school as Mrs Catherine Pape.

I include below a list of the classes and teachers, as well as the names we use for the classes:

| 2019-20 | Teacher |
|-------------|-------------------|
| Nursery | Sarah Browne |
| Reception B | Chloe Barry |
| Reception L | Natalie Lonsdale |
| Year 1S | Anna Scott |
| Year 1B | Charlotte Bradley |
| Year 2K | Matthew Kearney |
| Year 2V | Stephanie Vanos |
| Year 3R | Louisa Riley |
| Year 3M | Nicola Mayor |
| Year 4J | Selina James |
| Year 4L | Jacqueline Lewis |

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| Year 5J | Dave Johnston |
| Year 5P | Catherine Pape |
| Year 6L | Thomas Lacy |

Start and End of Day Times and Routines

The school operates a 'soft start' for reception to year 6 classes. The gates for each site open at 8:45 and children go to their classrooms. Reception parents take their child to the classroom door. Parents of pupils in years 1 – 6 say 'goodbye' at the school gate and their children go into the classroom independently. For Infant children, please walk your child upto the school gate and do not leave them at the end of the road and then ask staff if they have come in. The staff on the gate may not see every child enter and it creates significant extra work to go to each class to double-check once the gate is closed.

The school day for pupils from reception to year 6 starts at 8:55am. All gates are closed at 8:55am. If you arrive late, you must bring your child to the school office on St Paul's site, regardless of which site they attend. You will need to sign your child in, so that they are registered correctly.

We can all be late on very rare occasions, however routine lateness causes significant disruption to the school's administrative team, to the teachers and most importantly to the learning for the child who is late and for their class. Please ensure that your child arrives in school on time on a regular basis to avoid these problems.

For nursery children the day starts at 9am, when the nursery gates are opened. Parents of children in the nursery bring them through to the classroom door. The nursery gates close once the parents have left. If the gates are locked and you have arrived late, please sign your child in at the school office. The nursery session finishes at 12pm, when the staff open the gates and dismiss the children to their parents at the nursery door.

For children in Reception class, the gate opens at 3:15pm and stays open until 3:30pm. The school day for Reception children finishes at 3:20pm. The children are dismissed to the parent or adult collecting the child from the classroom door.

For children in years 1 – 6 the school gates on both sites open at 3:25pm and are closed at 3:40pm. The school day for children in these year groups ends at 3:30pm. The children are dismissed to the parent or adult collecting the child.

Some children in Year 5 and 6 may start walking home independently as the year progresses. The decision as to when your child is ready will rest with the parent, however we expect the child to be returning to a responsible adult in the family home. It would not be appropriate for a primary aged pupil to be left home alone until after an adult has finished their working day. It is important to prepare your child carefully for all eventualities. I have attached two NSPCC advice booklets to this newsletter that provide useful information – *Is my child ready to be left alone?* and *Is my child ready to go out alone?* If you wish your child to go home on their own, please write to inform us.

It is not appropriate for an upper junior child to take responsibility for a younger sibling, going home together on their own. If your child has an older sibling at high school, they may come and collect them from school, provided you are satisfied with the level of supervision they can

provide. If you wish for an older, high school sibling, to collect your child please impress upon them the need to be at our school on time for collection.

Driving to and From School

Where at all possible we encourage our families to walk, scoot, cycle or use public transport to get to school. Many of our families do so and I am very grateful for this. It is good for the local environment and therefore good for our school. However, I appreciate that for some families driving to or from school may be the only way they travel to school.

If you have to drive to school please avoid driving down Albany Road. The road closure at the end of Albany Road makes turning a car at drop off or pick up time a very difficult and dangerous operation. Albany Road also gets very congested and so traffic to our school can disrupt our near neighbours – something we wish to avoid.

Similarly, please do not pull up at any of the school gates and drop your child from the car door. This causes congestion and can be very dangerous.

Many parents use the Morrisons car park and then walk their children to the school gate. Customers of the store get up to 2 hours free parking in the car park. The parking bays on Latewood Road are part of the local controlled parking zone, but do not operate until 10am (10am-12pm & 6pm – 8pm), so you can park without restriction in the CPZ to drop off and pick up your child. Please, if you drive to school, park your car safely and make the final few metres of your journey on foot for the safety and wellbeing of the whole school and our local community.

Adults Permitted to Collect Children

If you wish for a number of adults to be able to collect your child, please let the school office team know, so that details of the other adults can be recorded on your child's electronic record. A check will be made against that list if an unfamiliar adult arrives to collect your child.

If your child is subject to any legal restriction in terms of adult/parental contact, please ensure that you inform the school so that we can manage collection correctly. If the situation subsequently changes, please let me know.

Short Notice Changes to School Collection

On some occasions a short notice change to collection may be needed. Your child may be attending a birthday party or you may have a meeting or delay that requires another adult to collect your child. If this is the case, please let the school office know by 2:30pm at the latest. Sharing short notice collection information across both sites takes some time. If you call after that time, there may be a delay whilst checks are made between the school staff.

Short notice changes to collection slow down dismissal and staff will need to confirm that arrangements have been shared with the school office before they will dismiss a child. They will dismiss children to familiar adults first. They will also need to check the identity of an adult with whom they are not familiar – this can take time and so please be patient.

Late Collection Charge

Very occasionally we are all delayed by circumstances beyond our control. We ask all parents who are running late to contact the school office asap. Clearly such circumstances

are rare, rather than the rule. The end of the school day is a very busy time for the administrative team so phone calls may go to voicemail. Please let us know the cause of your delay and your likely arrival time.

At 3:40pm the school gates are closed and late children are taken to the school office. We will hold children at the office for a few minutes. After this time, particularly where we have had no communication, we will take the children over to the aftercare club. At this point the late collection charge of £12 would be levied.

If after approximately an hour, no contact had been made or received from a parent, the school will contact social care to ensure that the onward care for the child was in place once the school closes at the end of the day.

If there was a severe interruption to communications and transport, as there was after the Westminster Bridge stabbing a while ago, we would ensure that children whose parents are affected are cared for. We always ensure the safe welfare of every child left late when needed.

Attendance & Punctuality

We expect all children to attend school regularly and to arrive at school on time. We have a good record over time. We have a statutory duty to monitor both attendance and punctuality and to work with the Local Authority Education Welfare officers. Department for Education guidance on absenteeism was updated last academic year.

Term Dates, Holidays and Authorised Leave

We share the school term dates repeatedly in the lead up to a new school year. Term dates are usually shared about 9 months in advance of the start of an academic year. The dates are published on the school's website and if you have any uncertainty, you can contact the school office at any time. Please ensure that you record the school term dates in your family diary and share them with your extended family, so that holidays and key family events are organised for the holidays and not during term time.

All pupils of statutory school age are expected to attend school at all times, except if they are ill. Holidays and significant family events should not be booked during term time. I appreciate that the costs of travel increase during school holidays – My staff and I all suffer this cost increase ourselves. There is statutory guidance to schools on school attendance and authorisation of leave, which we follow. Authorised leave is only permitted in exceptional circumstances. Further details can be found on our school website:

https://www.stpauls.hounslow.sch.uk/index.php/contact/request_authorized_leave

Any application for authorised leave must be submitted in good time, with sufficient detail and appropriate documentary evidence. The school works closely with the Education Welfare department of the borough and shares attendance information.

Children of statutory school age with attendance of less than 90% are classified as 'Persistent Non-Attenders'. This group of pupils are potentially at greater risk and are tracked closely by the Education Welfare Department. Here at school we monitor attendance closely and seek to work with families where attendance or punctuality.

Illness Absence from School

If your child is ill and cannot be in school we clearly do not want them to attend school as they recover. If your child has vomited or had diarrhoea either at home or at school, they cannot attend school for 48 hours after the final episode. This is essential to reduce infection spreading.

If your child is absent from school, you must contact the school before the start of the school day to inform us of their absence, to give us brief details of what is wrong, when you anticipate that they will return. You should then contact us every morning before the start of the school day to update us on their absence. You can telephone the school, email or use the 'contact us' section of the website. Legitimate sickness absence is authorised for most children. If we do not hear from you, your child's absence may be recorded as unauthorised.

Once your child is better, or well on the mend, they can return to school. We follow advice from Public Health England regarding the need and length of absence for pupils with common illnesses and infections. Your GP and local pharmacist as well as the school office can give advice on whether or not your child can return to school as they recover.

There is also comprehensive advice on illnesses, symptoms, treatment and infection on the NHS Choices website: <https://www.nhs.uk/>

Some illnesses and diseases are 'notifiable'. This means that we need to work with the local NHS as they monitor and treat an illness outbreak. On occasion we will notify families of the outbreak of a specific illness within the school community, so that families can look for symptoms in their own children.

Head Lice

Head Lice are endemic within the school population across the United Kingdom and advice from Public Health England is very different from what many of us recall from our own school days. Schools do not employ 'Nit Nurses' and there is no widespread screening of pupils. School staff do not check pupils heads for head lice.

The NHS have instructed us **NOT** to circulate letters warning of outbreaks of head lice, as it is endemic and the historic stigma around head lice can prevent effective action. Staff will only speak to specific parents if they see lice in a child's hair as they are working with them.

The current advice to parents is to check your child's head regularly for head lice. If they occur, you do not need to visit your GP. There are a range of treatments that can be bought in many supermarkets and pharmacies. Pharmacists can advise.

Tying back long hair in a hair band can help to reduce the spread of head lice, but sadly there is no way of preventing head lice and most children will experience head lice at some stage in their schooling. Sadly some can suffer repeatedly.

Much more advice can be found on the NHS Choices website:
<https://www.nhs.uk/conditions/head-lice-and-nits/>

Medication

Pupils with background medical conditions such as asthma or anaphylaxis may take medication on a daily basis and may need response medication in school, such as inhalers

and epipens to use in case of an episode in school. If your child falls into this category, please ensure that you have completed the medical information and permission form in school and have provided the relevant medication.

If your child is prescribed a short course of medication following illness, such as a course of antibiotics etc, we can usually administer these in school. Please bring the medication into school with the prescription label and complete the medical slip and form. The school office team can help with this.

School Information and Communication

We have an email circulation account. From time to time we circulate details via text or email. If you are not receiving emails or texts, please check that your personal details are up-to-date with the school office.

We use a range of communication methods. I have attached a copy of the communications leaflet we produced to explain how and what we do.

If you are at all unsure about something, check the school website, speak to a member of staff at the gate and contact the school office. If we don't know an answer, we will get back to you.

Harvest Service

We have a programme of services in church led by different year groups. They are listed in the school calendar of events. Parents and relatives are most welcome to join us for these events. The first class led service will be led by year 5 on October 10th at 10:00am in St Paul's church. We will invite all pupils to bring in a harvest gift in the week of the service, to add to the harvest collection. The harvest gifts are distributed amongst the elderly and vulnerable after the service. If you have a friend or neighbour who may welcome a harvest gift, please let the school office know.

PTFA (Parent, Teacher and Friends Association)

We have an active PTFA group in the school who organise a range of exciting events across the year, raising funds for the school community at the same time. Last year amongst other events we had a Christmas Disco, Christmas card making scheme, sponsored reading event, Easter tombola, Bake Off competition and a summer fair. The organising committee work very hard to arrange and run these events and are always in search of other parents and friends willing to volunteer.

This year the PTFA are keen to establish parent 'Class Reps' in each class. These volunteers would help with organisation and communication in each class. If you are keen to help, would like to find out more or get involved, please email the PTFA team on: ptfastpauls@gmail.com The PTFA make a real difference to the school, drawing together the community in some great events and raising funds. Please do step forward and volunteer if you can.

Last July we had a wonderful summer fair, including the great Kearney v. Vanos teacher challenge, in which Miss Vanos ended up being gunged! I am delighted to announce that the PTFA raised £2,665 through the summer fair. I would like to say a big "thank you" to Ms Helen Cole and her team for all the planning and hard work that went into making it such an enjoyable day.

You may wonder how the PTFA funds are spent. Over the years the PTFA have paid for a number of enrichment resources around the school. Some examples include shades for the St Paul's site playground, new playground markings for both sites, funding the Globe Players theatre group visits for Junior children, providing special book selections during World Book day and contributing towards Year 6 leavers T-shirts and hoodies. The primary purpose of the PTFA is about building and enriching our community and not simply fundraising, however the funds that they do raise are all used to enrich the school for our pupils.

Pupil Premium

Pupil premium is a scheme that provides additional funds for pupils whose families receive specific benefits or tax credits. In order to qualify, parents must make an application for free school meals (whatever year group your child is in). We use these funds to offer additional support to pupil premium children. There are full details of what we use the pupil premium funding for on the 'pupil premium' page of the school website:
<http://www.stpauls.hounslow.sch.uk/index.php/pupil-premium>

If you think your family may qualify for this additional funding, please do speak with a member of the school office team.

PE

Physical Education takes place throughout the school year. Details of PE kit regulations can be found in the uniform section of the school website. It is essential that children do not wear earrings on the days that they have PE. If your child wears earrings, please remember to remove them on the day that they have PE. Class timetables can be found in the class newsletters.

Please do not have your child's ears pierced during the school term as it is often difficult for a child to remove their earrings without pain when their ears are first pierced.

Uniform

We have a smart and practical uniform. Full information of the uniform requirements can be found on the school's website. Hair accessories should be in school colours.

In colder weather girls should wear tights to keep them warm. Lycra shorts are not part of the uniform for girls and should not be worn.

Full school uniform in the correct colours is an essential requirement of the school. Please ensure that your child is in the correct uniform at all times. Please check the uniform section of the website before making a uniform purchase to ensure that you are getting the correct items.

Concerns/problems

From time to time concerns or problems arise. In the first instance these should be directed to the class teacher. If the teacher is unable to resolve the issue, please make contact with a member of the school's leadership team.

The leadership team are on the gates at the start and end of the school day to help with most queries and concerns. The school's complaints policy is available on the website and a hard copy can be requested from the school office.

Birthdays

We like to mark pupil's birthdays and parents may wish to send in a few sweets or a small bag of sweets for each child, to give out at the end of the day. Cakes or party-bags are not allowed. A number of children have significant food allergies, so please do not send in sweets containing nuts or other common allergens.

We feel that marking a child's birthday is an important part of our care for them and recognises how special birthdays are for young children. As parents we all have different views on sweets and other treats. If you do not wish for your child to take a packet of sweets, please speak with them at home and explain why. Instead of taking sweets they can wish their friend a happy birthday at the end of the day. Please let your child's class teacher know about your preferences and we will endeavour to work together to support you.

Universal Free School Meals (Reception to Year 2)

The Universal Free School Meal policy allows pupils from Reception class to Year 2 to have a free school meal. Once children move from year 2 into the juniors (years 3,4,5 & 6) parents must pay for their school meal. Parents of children in years 3,4,5 and 6 who are in receipt of certain state benefits may qualify for free school meals in the junior years. If you have a child in years 3,4,5 or 6 and receive state benefits please speak to a member of the administrative team who will help to determine your eligibility and to support you in applying for free school meals.

Our school meals currently cost £2.20 a meal, making them amongst the best value meals in the borough. They are prepared and cooked by our own catering team in the kitchens in our school. We serve our meals in 'family service' meaning that the children don't queue as they would in a traditional canteen. The school meals menu is uploaded to the website every week.

Infant Fruit Programme

The government launched a programme to give fresh fruit to infant children across the country some years ago. Sadly there is no funding for pupils in the juniors (years 3-6). Pupils in these years are welcome to bring their own fruit snack in from home to eat during the morning break.

Water Bottles

Children across the school are welcome to bring a labelled water bottle to school to have in their class during the day. Drinking water is freely available in the water fountains at playtime and in jugs on the lunch tables. The water bottles will be brought home at the end of the school day to be cleaned and replenished. Please only send in water. Juices, squashes and other soft drinks are not allowed.

Secondary School Applications – September 2020

If your child is now in Year 6, you will need to apply for a place in High school this October. The application process has now opened. It is essential that you go and visit all the high schools you may be interested in over the next few weeks. All the dates for open evenings can be found on the Hounslow website under school admissions. We shall hold a meeting for parents of pupils in Years 5 and 6 to explain the process. Our meeting in school will be on Monday 16th September at 3:45pm in the St Paul's site studio.

If you are a parent with a child in Year 5, you might like to start visiting some of the local high schools this year to begin thinking about schools that you may be interested in for September.

If you are a parent in Year 6 and wish to take your child to one of the open mornings, please let the office know in advance.

Coming Up...

Below I have listed the school's term dates and a list of planned events for the school year. In each newsletter I include updates to the list of dates. The dates are also updated on the website calendar. Copies of the school's term dates can also be downloaded from the school website.

I also attach to this newsletter a copy of the term dates for the 2019-20 academic year.

St Paul's School Calendar 2019-20

Dates for Parents

September 2019

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|----------------------------|--|
| Monday 2 nd | INSET DAY – School closed to pupils |
| Tuesday 3 rd | INSET DAY – School closed to pupils |
| Wednesday 4 th | First day in school Y1-6 |
| Thursday 5 th | Reception & Nursery families – in school visits |
| Friday 6 th | Reception & Nursery families – in school visits |
| Monday 9 th | Reception & Nursery stay and play sessions |
| Tuesday 10 th | Reception & Nursery stay and play sessions |
| Wednesday 11 th | Reception & Nursery stay and play sessions |
| Thursday 12 th | 1 st group of 10 Reception pupils start school 1 st group of Nursery pupils start school |
| Monday 16 th | 2 nd group of 10 Reception pupils start school 2 nd group of nursery pupils start school 3:45 Year 5 & 6 information & transition meeting for parents SPS Hall |
| Wednesday 18 th | Final group of 10 Reception pupils start Final group of nursery pupils start |
| Thursday 19 th | 7-8pm Prospective Parents' Welcome Evening – SPS Hall |
| Friday 27 th | 9:30 Prospective Parents' Tour |

October 2019

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| Thursday 10 th | 10:00 Year 5 Harvest Service – All welcome |
| Thursday 17 th | Mufti day for school funds |
| Friday 18 th | INSET DAY – school closed to pupils |
| Monday 21 st -25 th | HALF TERM HOLIDAY |
| Monday 28 th | Return to school |
| Tuesday 29 th | Individual and Sibling photographs 3:45pm – Parents' Workshop SPS (Number facts Y2,3,4) |
| Wednesday 30 th | 9:15am – Parents' Workshop SPS (Number facts Y2,4,5) 3:45pm Sayers Croft meeting for parents |
| Thursday 31 st | 9:30 Prospective Parents' Tour |

November 2019

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|----------------------------|--|
| Friday 1 st | Number November starts – Maths Mufti day |
| Monday 4 th | 5-7:30pm Parents' Evening (SPS site) |
| Tuesday 5 th | 4-6:30pm Parents' Evening (SPS site) |
| Friday 8 th | 9:30 Prospective Parents' Tour |
| Friday 15 th | Children in Need day (children may wear Pudsey accessories with uniform) |
| Monday 18 th | Year 6 Residential Visit to Sayers Croft |
| Tuesday 19 th | Year 6 Residential Visit to Sayers Croft |
| Wednesday 20 th | Year 6 Residential Visit to Sayers Croft |
| Thursday 21 st | Year 6 Residential Visit to Sayers Croft |
| Friday 22 nd | 9:30 Prospective Parents' Tour |
| | Year 6 Residential Visit to Sayers Croft |
| Friday 29 th | Last day for all clubs in the autumn term |

December 2019

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| Thursday 5 th | 10:25 choir to sing at worship PM – PTFA Christmas event - TBC |
| Friday 6 th | 9:30 Prospective Parents' Tour |
| Thursday 12 th | 10:00 Year 1 Nativity Service – all welcome 11:30 Nursery Nativity Service – Nursery parents only |
| Monday 16 th | AM - Nursery closed PM – FS & KS1 Christmas Parties (nursery children in from 1pm) |
| | 6:30 Carols in the Park |
| Tuesday 17 th | PM – KS2 Christmas Parties |
| Wednesday 18 th | School Christmas Lunch |
| Thursday 19 th | Last day of Autumn Term Early closure – 1:30pm |
| Friday 20 th – Friday 3 rd January 2020 | CHRISTMAS HOLIDAY |

January 2020

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|----------------------------|---|
| Monday 6 th | Return to school |
| Friday 10 th | 9:30 Prospective Parents' Tour |
| Thursday 16 th | Curriculum Enrichment Day |
| Monday 20 th | St Paul's Week |
| Thursday 23 rd | 10:00 Year 2 St Paul's Service – All welcome |
| Friday 24 th | LDBS School's service – TBC |
| Tuesday 28 th | 3:45 Parent's workshop – Internet Safety (CT) |
| Wednesday 29 th | 9:15am Parents' workshop – Internet safety (AH) |
| Friday 31 st | 9:30 Prospective Parents' Tour |

February 2020

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| Tuesday 11 th | Internet Safety Day |
| Friday 14 th | Mufti day for school funds |
| Monday 17 th – 21 st | HALF TERM HOLIDAY |
| Monday 24 th | INSET DAY – School closed to pupils |
| Tuesday 25 th | Return to school |

March 2020

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| Thursday 5 th | World Book Day |
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Friday 6th 9:30 Prospective Parents' Tour
Monday 16th 5-7:30pm Parents' Evening (AHS)
Tuesday 17th 4-6:30pm Parents' Evening (AHS)

April 2020

Thursday 2nd 10am Year 3 Easter Service (Y2-6) – All welcome
2pm Reception Service (Y1 to watch) – Reception parents only
Friday 3rd Last day of school term
1:30 Early closure
Monday 6th – Friday 17th EASTER HOLIDAYS
Monday 20th Return to school
Friday 24th 9:30 Prospective Parents' Tour
Monday 27th 2:30pm Year 2 & Year 6 Assessment meeting for parents (SPS Hall)

May 2020

Friday 8th Bank Holiday
Monday 11th Year 6 SATS Assessments
Tuesday 12th Year 6 SATS Assessments
Wednesday 13th Year 6 SATS Assessments
Thursday 14th Year 6 SATS Assessments
Monday 18th Walk to school & Punctuality week
Tuesday 19th Be Wise on Wheels day
Thursday 21st 10:00 Year 4 Pentecost service – All welcome
Friday 22nd Mufti day for school funds
Monday 25th – Friday 29th HALF TERM HOLIDAY

June 2020

Monday 1st Return to school
Class Photographs
Saturday 6th Annual Seaside Day trip
Friday 12th INSET DAY – School closed to pupils
Tuesday 23rd 9:30 Infant Sports Morning
Wednesday 24th 9:30 Junior Sports Morning

July 2020

Wednesday 1st 9:30 New Reception Parents' meeting (SPS Hall)
10:30 New Nursery Parents' meeting (SPS Hall)
Thursday 9th 3:45 Reception to Year 1 transition meeting AHS
Thursday 16th 2pm Year 6 leavers' service and BBQ
Tuesday 21st Last day of term
1:30 Early closure