



Thursday 22<sup>nd</sup> January 2015

Dear Parents,

Re: New collection arrangements for y1-6 children

Please be aware that your children's safety is paramount to us at school and we have become increasingly concerned about the collection arrangements at the end of the day. We have designated waiting areas for parents on the main playground and ask that you respect these boundaries as they are there for the safety of all the children. We understand that you may wish to speak to a teacher at the end of the school day but first and foremost, it is the teacher's responsibility to safely hand back each and every child in the class to their parent or person collecting. Therefore, if you do need to speak to a teacher at the end of the day, please respect the fact you may have to wait until the other children have been dismissed.

If a person who regularly collects your child is not collecting them on any given day, please ensure that you ring the school to let us know who is collecting them, what the password is and if it is likely to be a regular collection. We know that grandparents or relatives who occasionally pick up the children are excited to see them and want to take them, but unless we are sure that the arrangement has been made, we will not release your child for their own safety. To avoid agitation, please inform the school with as much notice as possible.

For the safety of all our children, the following procedures have been put in place and will be implemented from today:

- KS1 children (classes C, D and E) will continue to come out of the same door of the middle block but will now have a designated area demarcated by the class letter and children will be dismissed from that area. Parents are requested to stand behind the white line on the playground, in line with where your child's class is being dismissed from. Parents/relatives will not be allowed to wait on the grass verge or opposite the grass verge (which is in front of the white line) as this is where our Busy Kids children will be waiting/collected from.
- Miss Villers'/Mrs Baldwyn's class (Class G) and Miss Lloyd's class (class H) will continue to come out of the door by the staffroom but again we ask that parents don't encroach the door so that the teacher can see where the parents are. A curved line is being painted on the floor for parents to stand behind and wait.
- Miss Jennison's class (class F) will continue to come out of the door by my office, and Mr Moran's class (class I) will also now be coming out of that door to ensure that we are easing congestion at pick up points.

We hope you can see and respect the fact that these measures have been put in place for your child's safety and courteously request that you work with us to ensure the safeguarding of your children.

Kindest regards,

Mr Williams (Headteacher)