

Wednesday 9<sup>th</sup> September 2024

Dear Parents/Carers,

We just wanted to inform you of some changes we are going to make in regards to pick up and drop off. As a school, we continuously reflect on our systems and routines and how we can improve to make things safer and more efficient.

In the morning, **all children** can go in through either the infant or the main junior gate. If they are in the infant school, they will meet their teacher on the infant playground. If they are in Y4-6 the children will go straight to class. From tomorrow, Year 3 will line up at the top of the junior playground. Staff will be available to support with this for the rest of this week.

The gates will still open in the morning at 8.30am and close at 8.40am. All gates will open at 3.15pm in the afternoon. Please note that home time for EYFS, Year 1 and Year 2 is 3.15pm whereas home time for Year 3, 4, 5 and 6 is 3.20pm.

From tomorrow, at collection, there will be cones on the junior playground (year 3&4) and the upper key stage 2 playground (year 5 and 6) which we politely ask parents not to pass so that teachers can line up children safely. Children will stay in a line in alphabetical order, show the teacher who is waiting for them and then will be released. Whilst this may take slightly longer at first, it will ensure that we are confident that all children have been released to the correct adult.

For Safeguarding purposes, children will not be released to any adult who is not on their collection list, unless the office have been notified. If you would like to amend or add people, please contact the office.



Thank you for your continued support.

Kind Regards,

The Senior Leadership Team