



11<sup>th</sup> September 2013

Dear Parents/Carers

**Re: End of school procedures**

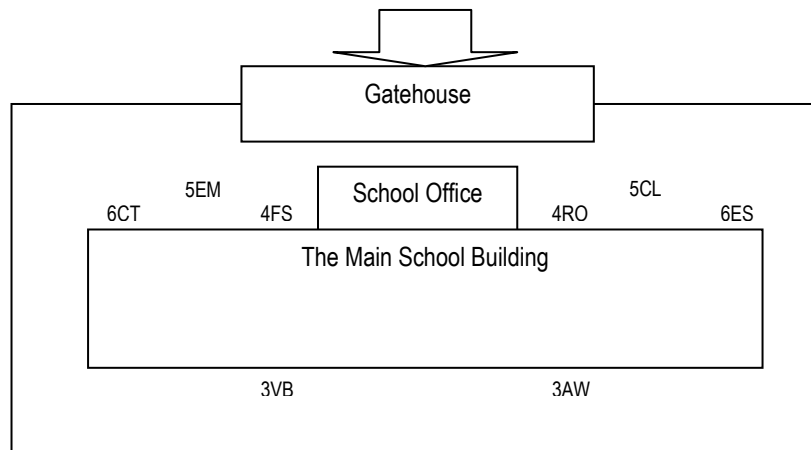
The end of school is a very busy time with many after school events taking place. The staff have reviewed and amended procedures to ensure the safety of all children. Please take note of the requirements outlined below.

**Collection of children**

Please ensure that you (or an authorised adult) enter the school building and approach the teacher to collect your child. It is not sufficient to call for children from the gates as teachers cannot be sure that the children leave with an authorised adult. Any changes to collection arrangements need to be communicated to the office staff or teacher prior to the end of school by the parent or carer. Children will not be released without this authorisation. If you have notified the office that your child (in year 5 or 6) can return home alone, you do not need to give further permission.

**New Collection Zones for parents**

Due to the volume of adults and children in the front playground, classes have been allocated collections zones. Please note that the Year 3 teachers will be releasing their classes in the back playground.



**After School Clubs**

Please ensure that you arrive promptly to pick your children from after school clubs. The relocation of play centre means that the school gate and front door access will be locked. The adult responsible for the club will escort the children to the foyer and then open the gate. We hope you understand that this procedure is for the safety of the children attending extra curricular provision.

We welcome your cooperation regarding the procedures outlined above. Please do not hesitate to contact the office if you have any queries.

Yours sincerely,

Helen Bruckdorfer

