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Dear Parents/Carers,

Collecting Children from School

May I remind parents when collecting their child from school at the end of the day, please bear in mind the following:

- If a named adult on your contact list is collecting your child and they do not do so on a regular basis, or is not recognised by staff can you please notify the class teacher or office staff, making use of our 'safe word' system if necessary. Your child WILL NOT be handed over if there is any doubt.
- If you need to speak to a class teacher, can you please stand to one side and wait until all the children have been released before approaching the teacher.
- If your child leaves anything in class, again please wait until all the children have been dismissed before sending your child back in class.
- When waiting for your child, please stand well away from the exit so that staff have clear visibility and as soon as your child has been dismissed, please leave the area immediately to avoid congestion
- Please note that with immediate effect, Year 2 children will enter and exit via the main Key Stage 1 doors. Mrs Owen will be standing on this door to make it clear to all parents.

I know I can rely on you to be patient and respect staff if you are asked to wait as the safety of your child/children is paramount.

If you would like to discuss any of these points further, please do not hesitate to contact me.

Many thanks for your continued support.

Yours sincerely

Miss L Cassidy
Head Teacher

