

19<sup>th</sup> November 2014

Dear Parents,

In response to parental concerns, and in light of the recent safeguarding issue, we have decided to change our end of day procedures. As of Monday 24<sup>th</sup> November children will be dismissed from school via the back doors and into the playground. The side gate will be unlocked at 3:25 pm whereby parents will be allowed into the playground.

Reception and Key Stage 1 parents are asked to wait over by the decking. Staff will then oversee the handover of their child to the parents. Key stage 2 parents are asked to wait around the flagged area (just behind Year 6 and the hall). If you have more than one child in school then we ask you wait in the area allocated for your youngest child and then older children will come to where you are.

Staff will be on the playground next week to guide you to the appropriate place and we will explain to the children where you will be waiting.

If your child makes their own way home then it is important that you inform school (Juniors only). Please complete the slip below and return it to school before Monday. If this is something you decide to implement later in the year then please make sure you inform school.

Whilst we as a school do not recommend any older sibling walks their younger sibling home, if this is the decision you as parents reach then again school must be informed.

In order for this system to work effectively, it is imperative that once you have collected your child you leave the playground, as the area is used by After School Club and other after school activities. The gate will be locked at 3:45 pm and everyone will be expected to have left this area by this time.

A member of staff will be on duty at the side gate to prevent any child leaving the premises without their parent/appropriate adult.

In the meantime we will continue to operate the system we have recently put in place with the children being dismissed as normal with Mrs Golding, Mr Clare or myself on the main school gate.

Thank You

Fiona Cottam

END OF SCHOOL DAY PROCEDURES

Name of Child .....

Year .....

My child will be making their own way home from school at the end of the school day as from Monday 24<sup>th</sup> November 2014.

Signed ..... (parent / carer)