

6<sup>th</sup> February 2020

Dear Parents and Carers,

From Monday 10<sup>th</sup> February 2020, the collection of the children at the end of the day will change. At 3.15pm, a member of staff will open the gate to the playground. Parents and carers will come onto the playground and collect their children from the external classroom doors.

As usual, pupils will **not** be allowed to leave our care until one of their designated adults is seen by the teacher.

Our new system will allow more space to see where parents and carers are and give another opportunity for you to speak to your child's teacher if needed.

Night Owls children and those attending clubs will be taken there by a member of staff.

The external gate to the playground will be locked by the staff member who opened it, once all children have been collected or by 3.25pm. If you are late to collect your child, they will be taken to the office to wait with staff until you arrive.

We hope that our revised system will make pick up easier for staff and families alike.

Yours sincerely,

Mrs V Wittich  
(Headteacher)