



14 September 2016

Dear Parents/Carers,

**Exit from Junior School**

It is very important that all teachers have an opportunity to make visual contact with the adults responsible for collecting children after school. The teachers are still getting to know the children and in the initial stages, this process will take a little longer. We obviously do not want to put any child in a potentially unsafe situation.

Can all parents please follow these procedures:

- Parents should arrive via the main entrance (bottom gate) and walk through the staff car park to the green playground.
- Parents that pick children up from the infant building first should use the steps down from the infant building onto the junior playground. Do not use the slope between the buildings (children are coming out of the building and this is making it very difficult when parents are walking straight through lines of children). If you have a disability or have large buggies then you may use the slope, but be mindful of the children coming out. We have invested a lot of money changing the infant building layout, and this means that we have increased space around that site. There is now no need to use the slope.
- Parents must stand behind the yellow line on the green section of the junior playground or behind the low blue fence.
- Children will line-up in front of their class teacher and be handed over to parents one-by-one. Children should not run across the playground to meet parents without a handover.
- Parents and children should leave via the main entrance (bottom gate) or walk up the steps to the infant building. Please do not walk across the blue junior playground.
- If you would like to speak to the class teacher, please wait until the whole class has been handed over.

Our site and the size of school makes exit very difficult, and we need the cooperation of parents to ensure the safety of our young people. We are grateful for your support in keeping our children safe.

Many thanks,

Miss Foster  
Head of Years 3 and 4

Miss Higham  
Head of Years 5 and 6

Headteacher: M D Moaby BEd(Hons)

