5th September 2019

Dear Parents and Carers

I hope you have all had a good start to the new academic year. The children have certainly seemed happy and the classrooms are buzzing with learning. I am writing to inform you of changes we are making to the end of day collection. **This will be effective from Monday 9th September 2019.** It is important we make these changes to ensure that the children are safe and well at all times.

As you know we will soon be starting the second phase of building and whilst the majority of the 2nd stage will be enclosed by fencing there will be extra vehicles coming and going in our car park and building work at the front whilst they fence in the area in front of the classrooms. We do not know when this exactly will happen so it is better to make these changes now.

At the minute the children in Years 2 (Foxes), 3 (Owls) and 4 (Squirrels) are collected from their classroom doors on the car park side. **From Monday 9th September** we would like you all to walk round to the playground and stand around the edge of the playground. The teachers will lead their classes out of the main door and line them up in the centre. They will then dismiss the children one at a time to you once they have seen you. Just give the teacher a wave. Please don’t try to take your child from the line. They will have been told to wait until the teacher says it is fine for them to go to you.

Reception and Year One children will be dismissed from their classroom doors as usual by a member of staff.

If you have used the bike/scooter at the far side of the car park near the Office areas please walk carefully around the edge of the car park and make sure your children stay by your side. Please don’t let them run around the cars or on the grassy area near the hall.

Please bear with us during these changes and don’t hesitate to ask for help if you are unsure.

Thank you for your continued support.

Kind regards,

Mrs Gill Humphriss

**Executive Head Teacher**