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08.03.21

### Collecting children at the end of the day

Dear Parents and Carers,

I have reviewed our 'collection of children' at the end of the day procedures, following on from seeing it in action. These are the plans moving forward.

**Nursery Children's siblings** - Will be brought to the top of the Adventure Club gate at approximately 3:05pm Please wait there for them.

**Acorn Class** - Adults please wait along the path, standing 2m apart and the children will be brought down to you at 3:05pm. Older siblings will also be brought up to the Reception Class.

**Olive Class** - Please wait at the front gate. Your child and older siblings will be brought to you at 3:15pm.

**Willow Class** - Please wait at the front of school. Your child and older siblings will be brought to you at 3:15pm.

**Maple Class** - Please wait by the fence line of the car park. Your child and older siblings will be sent across the playground to you at 3:15pm.

**Oak Class** - Please wait by the fence line of the car park. Your child and older siblings will be sent across the playground to you at 3:15pm.

*If your child has permission to walk home, they will be crossed over the road at the front of school by a member of staff at 3:15pm.*

By having these plans in place, we hope to alleviate congestion and ensure a smooth, safe exit at the end of the day.

Kind Regards,

Mrs Stephanie Beckett  
Headteacher