



September 2019

Dear Parents,

In our ongoing efforts to achieve the best Health and Safety for our children, below are our procedures for dismissing pupils at the end of each day.

This continues to be a difficult arrangement to manage due to our classrooms not having external doors. However, I will go over procedures set out below to help clarify any issues.

1. Reception Class pupils will be handed over to a named adult at the KS1 playground gate.
2. Year 1 pupils will be handed over to a named adult at the KS1 playground gate.
3. Year 2 pupils will be handed over to a named adult at the side playground gate.

(For the above classes, if you are unable to collect your child and have arranged for someone else to do this on your behalf, please ensure you write whoever is collecting them in your child's planner).

4. KS2 (Year 3/4 and 5/6) will be dismissed from the classroom into the large playground area. Please ensure your child knows who will be picking them up and from where. Also to know if no one is there, to return to their class teacher.

5. Please ensure any pupils who are being met off school grounds are aware of any Health and Safety issues i.e.

- Using the path
- Crossing the road (using the crossing)
- Not riding bikes until off school grounds/pathway
- Not using footballs in the playground

6. Please ensure that if you are travelling to school by car, that you park on the Cricket Club car park NOT behind the houses adjacent to school. This is a private road and also pedestrian access for our children.

7. If your child is in KS2 (Year 3/4 and 5/6) and you feel they are not yet able to use the KS2 procedures (point 5 and 6) please let the school know immediately and we will ensure that your child is collected from the classroom by a named adult.

I hope this clarifies any issue to all concerned, but most importantly it ensures all our pupils stay safe and healthy.

Kindest Regards

Mrs J M Marrow
Acting Headteacher