



8th October 2015

End of Day Collection Arrangements

Dear Parents,

After an increasing number of incidents of young pupils being left unattended on the playground at the end of the school day, I thought I would write to remind you all of the school practice regarding the dismissal of pupils in the different year groups.

Pupils in Years 5 and 6 are dismissed from their classrooms and are left to find their parents independently without the supervision of their class teacher. Only pupils in Year 6, after the school has received written permission from the parents, are allowed to walk home alone.

Reception pupils along with pupils in Years 1 – 4 are only dismissed by the class teacher when the parent, carer or childminder has been located on the playground. Pupils in 4DL, 3SW and 3EE are dismissed from their classrooms with pupils in 3DH being dismissed from the steps as usual.

Pupils in Years 3-6 are not allowed to collect younger siblings and Valley pupils will only be released into the care of family and friends who are 16yrs and over. To minimise any emotional upset with our youngest pupils, parents are kindly requested to collect Reception and Key Stage 1 pupils before collecting pupils in Years 3 and 4. Additionally, it is vitally important that the school is informed of any changes to the normal end of day collection routines including when a pupil will not be attending an extra-curricular after school club.

Pupils who have not been collected by 3.45pm will be placed in the Valley After School Care Club and normal charges will apply.

I would very much appreciate the support of parents in helping to reinforce the 'No Ride' rule for scooters and bikes on the playground in the morning and after school as we have had injuries with pupils bumping in to adults and young children as they ride in between the crowds.

Finally, in line with the school's safeguarding procedures, parents are reminded that access to the school building should only be made via the main entrance where you will be asked to sign in and wear an orange visitor badge. This rule also applies for parents or young children who need to use the toilet either before or after school.

Thanking you in advance for your cooperation on this matter.

Yours sincerely

Mr Jackson
Head of School



CARE – LEARN
AIM HIGH – BE HONEST
WORK TOGETHER – ENJOY WHAT WE DO
LOOK AFTER WHAT WE HAVE – IMPROVE ON PREVIOUS BEST

