



.PLEASE HELP US TO ENSURE YOUR CHILD IS PASSED SAFELY TO YOU AT THE END OF THE SCHOOL DAY/NURSERY SESSION

Parents/Carers please line up in front of your child's class name. Staff will then call the names of your children one at a time

When your child's name is called:

- Caterpillars- will be brought to parents at the front of the line
- Butterflies-parents will be asked to enter the nursery cloakroom when their child is ready, please leave pushchairs outside.
- Reception- parents come to the bottom of the ramp
- Y1/Y2 -children will be passed to parents at the front of the line

URGENT/IMPORTANT MESSAGES

- Please telephone or call at the school office at Main Reception or wait until all the children have been collected, staff will then be able to give you their full attention

FORGOTTEN OR MISPLACED BELONGINGS

- Please visit the school office at the Main Reception or wait until all the children have been collected, staff will then be available to help you
- Children must not come back into the classroom/cloakroom/nursery once they have greeted their parent/carer

COLLECTION OF CHILDREN

- Please do not send children accompanying you to ask for brothers and sisters
- Children will only be passed to a parent/carer that the member of staff recognises and is on the authorised collection list. Please be patient if you are asked to wait for any reason
- For more information or to update your collection list please call at the school office at Main Reception.

On occasions we may have to close the door to sort out a problem. Apologies in advance.

Thank you Mrs Batty Headteacher