




Headteacher: Mrs H Ward

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11th December 2017  Safeguarding Standard

Final Day Arrangements



Dear Parents/Carers

As you are aware the school finishes for the Christmas break on Tuesday 19th December. The children can be collected from school early on this day should you wish to. We will of course be open until the end of the day as normal and the Care Club will still operate its normal times.



So as not to have one big rush of parents at the same time if you do want to collect your child early then please can you follow the times and places below.



- 1.00pm Foundation and Year 1 from outside their classroom doors
- 1.00pm Year 2 usual home time pick up place
- 1.15pm Years 3, 4 & 5 usual home time pick up place



The only entrance at this time of day will be Stancliffe Road. If you have siblings in both Key Stages, by the time you have collected your youngest child and walked around the outside of the playground your oldest child will be ready to leave, please do not walk through the building.



If you are not able to collect your child at these times but would still like to come earlier than the usual finish time then the remaining children will be in the school hall and so you will need to enter the building via the main office.



Please make sure that all PE kits etc have been taken home by the evening of Friday 15th December.



Remember we return to school after the Christmas holidays on **THURSDAY 4TH JANUARY 2018**.



Yours sincerely

Helen Ward



Mrs H Ward
Headteacher

