

# Simonstone St. Peter's Church of England School



Acting Head Teacher: Mrs. C Smith

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Monday 13<sup>th</sup> July 2015

Dear Parents

## Arrangements for Autumn Term 2015 for children in Years 3,4,5 and 6

We have reviewed some of our policies and procedures with regard to the entry and dismissal of children from school at the beginning and end of the school day.

In the morning, the Key Stage 2 playground gates are opened at approximately 8.45am and children can access the playground from this time. Parents should drop their children off at the top of the steps at the Key Stage 2 entrance and of course may choose to wait there until the children have safely entered School if they wish to. Please do not bring children to School prior to this time as the gates are locked and there is no supervision. Parents are not allowed onto the Junior playground. It is very important for safety reasons that children do not take short cuts across the staff car park. The whistle is blown by a member of staff at 8.55am each day when the children line up and are then brought into School.

At the end of the school day we are introducing the following procedures and parents have an option as to how they would like their child to be dismissed. We request that parents make that decision and then sign and date the attached agreement. These will be updated annually but can be reviewed at any time during the school year providing school has been informed in writing. These options are as follows:

1. Children with siblings in the infants will exit the building via the KS2 corridor and meet their parents/carers on the infant yard. Parents and children can then exit the grounds through either the Parish gate or the infant gate.
2. Children attending the OOSE will wait in the resource classroom and be handed over.



3. Children can be handed over to parents; they will wait in their respective classes and be handed over by the Class Teacher at the steps in the Junior yard.
4. Children may leave class independently, they will be dismissed from class and will collect their bags and coats and then exit via the junior playground and up the steps to meet their parents or carers. If their parent is not at the School gates they must come immediately back into School and wait in the resource area with their teacher until someone arrives to pick them up.
5. Children, with parental permission, are allowed to walk home or make their own way home independently.

For safeguarding reasons, we ask that parents do not enter School through the back door on the KS2 corridor; if you wish to speak to a member of staff please go to reception.

Children should not stay and play on the School grounds at the end of the day and must leave the premises quickly. We also ask for your support with maintaining standards of behaviour, children must not climb on the school wall, climb trees or go on the car park at the start or end of the day for safety reasons.

Please can you sign and return the attached consent form by the end of term indicating your preference. For safeguarding reasons, if you do not return the form stating your preference, then your child will remain in school.

Yours sincerely,  
*Christine Smith*  
Acting Head Teacher

