



Peace, Love, Service - a Church of England School

Little Thetford C of E Primary School
Green Hill
Little Thetford
Ely
CB6 3HD

Headteacher: Mr J Wallace

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Wednesday 25th November 2015

Dear Parents/Carers

As we are now 10 weeks into the new school year, I wanted to write to clarify the arrangements for dropping off and collecting your children at the beginning and at the end of the school day. The arrangements are very different for Key Stage 1 children and Key Stage 2 children so I will go through each in turn.

In Key Stage 1 (Reception – Year 2) the external door that leads to the playground is opened at 8.45am and the teachers welcome the children into the classroom by collecting the children from their parent/carer at the entrance to the door. I would like to clarify that up to this point children are their parent's responsibility and only at the point that the teacher opens the door and welcomes the children in does the teacher take on that responsibility. At the end of the day at 3.00pm the class teacher will then pass your child to their parent/carer at the same external door.

In Key Stage 2 (Year 3 – Year 6) the children enter and leave their classrooms via the external doors in their classrooms. As the children are older, and to promote more independence, we would ask that parents/carers say their goodbyes at the front of the school and allow their children to walk around to their class without an adult. Once again, at 8.45am the classteacher will welcome children into the classroom via the external door in their classroom. At the end of the day children will leave via the same external doors and meet their parents/carers at the front of the school. At least one of the class teachers will follow the classes out to the front of the school to ensure they are safely picked up but we also expect children to take responsibility and go into the school office and let Mrs Tunnell know if their adult hasn't yet arrived. If necessary, Mrs Tunnell will ring you as parents and keep hold of your child until you arrive.

The external gates at the sides of the school will be closed at 9.15am at drop off and opened between 2.55pm and 3.15pm for pick up, so children will need to enter the school via the front entrance outside these times. The only time that this might change may be due to a specific event such as a class assembly when we would open the KS2 gate at 2.30pm for parents to come into the school to see the assembly.

With after school clubs finishing at 4.00pm, children will be taken to the front entrance of the school by the adult who has led the club. I would therefore ask you to meet your child at the front of the school at this time.

We do recognise that some of the older children are allowed to walk home on their own and this is absolutely fine. We would just ask that you let us know that you have given your child this permission; otherwise we won't be able to let them do this. Please complete and return the attached slip to the office to let us know you give your child this permission. If we haven't received the slip by Monday 30th November we will be unable to allow your child to walk home alone from this date.

To support the smooth and safe departure of children at the end of the school day we would please ask parents to contact the school office if a different adult to normal is collecting your child. Class teachers will not be able to let the child leave with an unfamiliar adult unless we have been notified. We also do understand that on rare occasions parents may be running late and therefore won't be at school for pick up time of 3.00pm. In these circumstances, please let the school office know so we can keep hold of your child until you arrive.

I have tried to explain this process as clearly as possible but if you do have any questions, please don't hesitate to contact me.

Yours sincerely



Jonny Wallace

Little Thetford CE Primary School

I give permission for in Year to walk home from school on his own.

Signed.....

Date.....