



22.09.22

Dear Parents and Carers,

**MacMillan Coffee Afternoon**

This event will take place from 2pm on Friday 30<sup>th</sup> September in the school hall. Our classrooms will also be open to allow you to look at your child's books and chat informally to their class teacher.



To make this event possible, we require donations of cakes and tray bakes that we can sell. We also need volunteers who would be willing to come into school and support the event. If you can spare some time, could you please drop me a message via Class Dojo. The event will be finished by the end of the school day.

**Changes to collection arrangements**

From this coming Monday 26<sup>th</sup> September, we are introducing a new system by which parents collect children at the end of the school day. Instead of congregating at the school gate, we ask that parents follow a one-way system around the building and collect children as they go. This will support class teachers in identifying parents and making sure children are handed over safely.

Each class will be dismissed from a separate point and should be collected in the following order:

- Class 3 (Y3 and Y4) – Main school entrance
- Class 4 – (Y5 and Y6) – Main yard
- Class 2 – (Y1 and Y2) – Internal yard
- Class 1 – (EYFS) – EYFS Entrance

If you only have children in EYFS, they can be collected from the side entrance of the school, all other parents must walk around the perimeter of the building. Children who have parental permission to walk home will be walked to the school gates where they will be dismissed. Staff will be present throughout the week to provide guidance and support.

We hope that this method will improve the collection arrangements making it safer and easier to spot your child. We will trial this across the next week before deciding as to whether this remains a permanent arrangement. There are steps on the route around the building, if you or the person collecting your children is unable to manage these, please let us know and we will provide support or make special arrangements.

As always, I appreciate your support and feedback through this trial.

Mr Laws

