



St Cuthbert's CE Primary School
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1 September 2014

Start and end of the day

Dear Parent/Carer

This is a reminder about the procedures for the start and end of the day to ensure everyone's safety, reduce the number of people entering the building unnecessarily and so that the office is aware of anyone who is in the building at any given time. These procedures, or ones very similar, are in place in all schools.

Early Years and Key stage 1: all follow the same procedure with the doors opening at 8.45 and parents bringing children in and settling them quickly. At the end of the day children are collected between 3.20 – 3.30. Parents needing information from Angie in the office walk down the hill and enter through the front door. This has been working very well and we thank you for your co-operation especially in these days of poor weather.

Key stage 2

Y3/4: The conservatory doors are open at 8.45 a.m. Parents are asked to say goodbye to children at the door unless they have heavy instruments which are left on the landing outside the classroom and we will take them to Oak. The school day finishes at 3.30 and children are allowed to leave when parents, or those collecting them, can be seen.

Y5/6 has a different arrangement in that Mrs Holmes opens the doors at 8.45 and children come into school and make their own way up to class. If parents need to come into school that must be through the front door and to the office please. The side/hall door is only for children. At the end of the day the class will be accompanied by a member of staff, usually Mrs Holmes, to ensure that arrangements for going home are secure.

You are always most welcome to come into school, for whatever reason, but for everyone's safety that must be via the front door and the office, which ever year group your child is in.

Thank you for your help with this matter.

Yours sincerely

June Brown
Headteacher