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Dear Parents/Carers

We have been reviewing our end of day procedures and are implementing some changes, which will improve the exiting at the end of the school day.

Just a reminder for all parents that children should only be collected by named adults with prior arrangement with the classteacher so if there any changes to who you are authorising to collect your child we **must** have 24 hours notice and a slip completed which you can get either from the teacher or the school office.

In addition in the early years department, we will be introducing a password system during home time. A password will be required to be given to the class teacher or teaching assistant before your child will be passed over to an adult. Please fill out the slip below with a password that you can easily remember. This information will be kept confidentially in a secure location in school. In the event of the password being used inappropriately we will ask you to choose another for added security.

We would also like to remind you that the school day ends for Nursery and Reception at 3.10pm, for Years 1 and 2 at 3.15pm and Years 3, 4, 5 and 6 at 3.20pm.

If you are late for your child please see new collection points

- **Nursery and Reception** from the Nursery double door at **3.20pm** with reasons for lateness
- **Years 1 and 2** from the dining hall at **3.25pm** with reasons for lateness
- **Years 3,4,5 and 6** from the large hall at **3.30pm** with reasons for lateness

If you arrive after the times above you will need to come to the main office please.

We would also like to ask your for your support to keep all pupils safe, by not parking on the double yellow lines when you are dropping off or collecting your child. This is both resulting in a lot of complaints from residents and causing a lot of congestion leading to very dangerous driving, which is putting all children at risk.

Mr Simpson and Mrs Crew

Child's name \_\_\_\_\_ Child's class \_\_\_\_\_

Unique password \_\_\_\_\_

Parent/Carer signature \_\_\_\_\_