

Thursday, 5 June 2025

### **Collection of Pupils from School Office**

Dear parents/carers,

Following a review of our safeguarding procedures, we now require all parents/carers, who collect children from the school office, to wait outside the front doors. Please ensure that you dress accordingly for all weathers as we will not be able to make any exceptions for bad weather.

Children will be released at the end of the school day at 3:20pm so that we can ensure that all children are kept safe at all times. This is not our usual arrangement for collection of children and the number of requests for this arrangement has rapidly increased over the last few weeks, which is becoming unmanageable.

Therefore, we will be reviewing all collection arrangements to ensure that they are only in place for those with exceptional circumstances.

Yours sincerely,

Mrs R Lee and Miss K Needham

Co-Headteachers