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Head Teacher: Mr S Whelerton  
Acting Deputy Head Teacher: Mrs C. Harland

Updated Handover arrangements

13.05.22

Dear Parents/Carers,

We are writing to keep you up to date with some enhancements to our handover arrangements in order to make pick up/drop off times run more smoothly.

**End of school pick up**

From this Monday, we are asking parents to **collect all children from external classroom doors at the end of the school day (currently 3.15pm)**. Parents can still access the school playground via both entrance gates but will need to approach their child's external classroom door to collect them. This will enable staff to more easily monitor the children being handed over safely and reduce congestion on the playground.

Pick up from after school clubs will also be altered slightly from this Monday. All playground gates will be locked during club times and children will be brought round to the **KS1 gate at 4.30pm for collection after all clubs**.

**Breakfast club**

From this Monday, we are asking all children arriving to **Breakfast Club to be dropped off at the main front office entrance**. Please ring the bell to alert office staff, who will let you in. The KS1 and KS2 gates will remain locked until 8.45am.

**Start of School drop off**

All other drop off arrangements will remain as normal. Children can **arrive between 8.45-9.00am at either the KS1 or KS2 gate** and make their way around directly to their classroom.

**Extended School Day**

Due to recent, updated Government guidance, we will be permanently extending our normal school day to 3.30pm from after half-term. **As of Monday the 6<sup>th</sup> of June, pick up time will be at 3.30pm from external classroom doors**. This will fulfill the requirement to provide an extra 15 minutes of learning each day. Clubs will then run from 3.30pm-4.30pm.

Kind Regards,  
Mr S Whelerton

