

5<sup>th</sup> January 2015

Dear Parents/Carers,

### Re: Changes to Home Time

The staff at school have for some time been concerned about the safety of the children at home time and according to the PTA, it is also a concern for a few parents collecting children.

With this in mind, we have reorganised the home time collection times and collection points for the children. This will enable both staff and parents to monitor the collection of children, with the idea of making home time safer for all. **These changes will come into effect from Monday 12<sup>th</sup> January 2015.**

For those parents with children in different key stages we have staggered the home times to give parents time to collect their children from the different collection points.

#### Home Times

- Nursery at 3:20pm
- Reception, Year 1 and Year 2 at 3:25pm
- Year 3, Year 4, Year 5 and Year 6 at 3:30pm

To ease congestion in the playground, children must only be collected from the following collection points for their class:

#### Collection Points

- **Nursery** – Internal door in the Children's Centre via the school's playground.
- **Reception** - KS1 external door (next to the nursery), in the main playground.
- **Year 1 and Year 2** - Meadow Place via the gate at the top of the road, which is at the back of the school. The children will be dismissed from their classroom.
- **Year 3 and Year 4** – External doors to the Hall in the main playground.
- **Year 5 and Year 6** - KS2 external door (under the shelter), in the main playground.



ST. STEPHEN'S C. OF E.  
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Please ensure that this information is passed on to anyone who collects your child from school. For the next few weeks, staff will be on hand asking adults to adhere to the above points. Please do not take offence if you are asked to move; we are simply trying to make home time safer.

We will be holding a coffee morning to discuss these changes and would appreciate your views and comments.

Thank you for your support in this matter.

Regards

A handwritten signature in black ink, appearing to read 'L. Campbell', written in a cursive style.

Linda Campbell  
**HEADTEACHER**