

## Procedures for the end of the school day

(From September 2018 - whilst building work is in progress)

School finishes at 3.15pm. Parents/carers are asked to wait for their child at the front of the building. The pedestrian path should be used to enter and exit the school grounds. **For health and safety reasons the driveway should not be used by pedestrians.**

Hedgehog Class (Reception/Year 1) will exit through the atrium door. The children will line up and will be called by their class teacher when their parent/carer is seen. Please make yourself easily seen by staff so that handover runs smoothly.

Squirrel Class (Year 1/2) will exit through the main blue front door. The children will line up and be called by their class teacher when their parent/carer is seen. Please make yourself easily seen by staff so that handover runs smoothly.

Fox Class (Year 3/4) will exit through their classroom fire door.

Badger Class (Year 5/6) will exit through the main blue front door.

Please try to wait near your child's exit door if at all possible. **Children are the responsibility of the parent/carer once handover has taken place.**

Parents of children in Badger Class may sign up in the office to allow their child to walk home / to the Village Hall carpark by themselves. No children will be allowed to leave the school grounds unless written permission is given.