



ROWANFIELD INFANT SCHOOL

ALSTONE LANE
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Executive Head Teacher: Mrs Claire Savory

Head of School: Miss Shona Swan

14th September 2018.

Dear parents,

The safety of your child is of paramount importance to us every minute they are in our care (and beyond). This is why we have such strict dismissal procedures at the end of the day.

We implemented this system during the year last academic year, following feedback from parents, and to ensure your child was kept safe in this extremely busy part of the school day.

The procedure is as follows:

- Children line up in single file with their class.
- Each child is dismissed one at a time starting with the child at the front of the line.
- If the teacher cannot see the parent the child is moved to the back of the line.
- Parents come forward to receive the hand of their child from the class teacher.

Children will not be dismissed out of sequence. Parents must wait patiently until their child reaches the front of the line.

This is to ensure the teacher remains in charge of their whole class and no child is lost in the crowd.

If a teacher spots a parent ahead of dismissal time they will reorganise the line to ensure these children are at the front when the doors are opened.

I am sure you understand the reasoning behind this approach, as you did last year, and will fully support us at this very busy time.

First thing in the morning:

May I remind you that no parents are allowed to enter the school through the hall doors or playground entrances. Entry is gained through the school office only.

Parents can give messages to the class teachers via the teachers who are on the door that morning. These messages will be passed to the relevant teachers at 8:55 and the relevant teacher will follow up the message accordingly.

This is another precaution for keeping our children safe and also for your own safety, as we need a record of all people within the school building in case of a fire. In addition to this, learning time begins at 8:45 and this time is the busiest for class teachers, so they cannot always meet parents.

If a face to face meeting is required, an appointment can be booked through the school office or mentioned to the teacher on the door. The end of the school day is always the best time for these meetings.

Thank you for your continued support with this.

Best Wishes

A handwritten signature in black ink, appearing to read 'Shona Swan'.

Miss Shona Swan

Head of School

Rowanfield Infant School