



# Woodfield Primary School

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Tuesday 25<sup>th</sup> September 2018

Headteacher: Miss A Prior

Dear Parents/Carers,

### **Dismissal Procedures Early Years and Key Stage 1 2018-19**

As part of a review of school safeguarding procedures, the following changes have been introduced. Safeguarding children is of utmost priority and we thank you for your cooperation and support in helping us to keep our children safe.

#### The new procedures are as follows:

All parents/carers in Reception and Year 1 will be asked to give a password to school, to be used in collection situations.

When collecting children from Reception, Year 1 and Year 2, adults are asked to line up, then give their child's name to the member of staff on duty. Children will be dismissed one by one to the adult collecting. If the adult is not the person who usually collects or is unknown to the member of staff, staff will ask for the password (Reception and Year 1). Parents/carers are asked to keep their child's password confidential, and only share it with people whom they wish to collect their child. In addition, we ask that you inform school if your child will be leaving with someone other than their usual adult.

Please note, persons collecting should be over the age of 14. No child will be allowed to leave with anyone younger than this, including siblings.

#### Collection areas:

**Reception:** Adults are asked to line up to the right of the Reception door. Children will be dismissed from class.

**Year 1:** Adults are asked to line up along the path and steps, next to the Year 1 Shelter. Year 1 children will be dismissed from the shelter to the adult at the front of the line.

**Year 2:** Adults are asked to line up along the green fence, next to the Year 2 Shelter. Year 2 children will be dismissed from the shelter to the adult at the front of the line.

Thank you for your patience and understanding while we implement these changes.

Yours sincerely

Miss A Prior  
Headteacher

