

Simonstone St. Peter's Church of England School



School Lane
Simonstone
Burnley
BB12 7HR

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CS/AE18/07/08

17 July 2018

Dear Parents

Arrangements for Autumn Term 2018 for children in Years 3, 4, 5 and 6

Entry and dismissal arrangements for children from school at the beginning and end of the school day

In the morning, the Key Stage 2 playground gates are opened at approximately 8.45am and children can access the playground from this time. Parents should drop their children off at the top on the Key Stage 2 entrance and, of course, may choose to wait there until the children have safely entered the school if they wish to. Please do not bring children to school prior to this time as the gates are locked and there is no supervision. It is very important for safety reasons that children do not take short cuts across the staff car park. The whistle is blown by a member of staff at 8.55am each day when the children line up and are then brought into school.

At the end of the school day, the following procedures are available and parents have an option as to how they would like their child to be dismissed. We request that parents make that decision and then sign and date the attached agreement. These will be updated annually but can be reviewed at any time during the school year providing school has been informed in writing. The options are as follows:

1. Children with siblings in Key Stage 1 will exit the building via the KS2 corridor and meet their parents / carers on the KS1 playground. Parents and children can then exit the grounds through either the Parish gate or KS1 gate.
2. Children attending the OOSE will wait in the resource area and be handed over.
3. Children can be handed over to parents. They will wait in Class 3 and be handed over by Mrs Rossi at the steps in the KS2 playground. Children may leave class independently, they will be dismissed from class and will collect their bags and coats and then exit via the KS2 playground and up the steps to meet their parents or carers. The children are told that if their parent is not at the school gates they must come back immediately in to school and wait in the resource area with their teacher until someone arrives to pick them up.
4. Children, with parental permission, are allowed to walk home or make their own way home independently.

For safeguarding reasons, we ask that parents DO NOT enter school through the back door on the KS2 corridor; if you wish to speak to a member of staff please go to reception.

Children should not stay and play on the school grounds at the end of the day and must leave the premises quickly. We also ask for your support with maintaining standards of behavior, children must not climb on the school wall, climb trees or go on the car park at the start or end of the day for safety reasons.

Yours sincerely
pp SIMONSTONE ST PETER'S CE PRIMARY SCHOOL

C A Smith
Head Teacher