



Saint Margaret Mary's Catholic Infant School

Headteacher: Mrs L. Byrne

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REVIEW OF HOME TIME SAFETY

Dear Parents,

The happiness and safety of your children is of the utmost importance to all the members of our school staff. We have been reviewing our procedures for home time to ensure your children are safe at this busy time of day. It may mean, particularly with our youngest children, that it takes a little longer for all the children to be released to their parents, but we ask for your cooperation, understanding and patience.

1. We ask that parents form a queue outside the classroom doors to aid the teacher's matching of them to their child.
2. So that there is no confusion, teachers and teaching assistants have been asked to only call one name at a time and not to call the next name until that child has been met by their parents.
3. We ask that, unless you have made arrangements and the school have been informed, you do not ask for the children of other parents. They will not be released to you.
4. Where classrooms have external doors (in Nursery, Reception and Year 2), internal doors will be kept closed. This may mean that if children have left belongings in the corridor or they need the toilet they may not be allowed to go unless there are additional members of staff who can accompany them.
5. External doors will be closed and locked at 3:35. Children who have not been collected by then will be taken to the office. Please try to be on time. Children can become upset if parents are late.
6. If you would like to speak to the teacher, please wait until all the children have been released.

Thank you, as always, for your support.

Yours sincerely,

Mrs L. Byrne
Headteacher

