

Meersbrook Bank



Community Primary
School

Meersbrook Bank Primary School

Derbyshire Lane, Sheffield, S8 9EH



T: 0114 2814423

enquiries@meersbrookbank.sheffield.sch.uk
www.meersbrookbank.sheffield.sch.uk

Head: Mrs R. Edwards

Deputy: Mrs C. Shaw

Chair of Govs: Ms K. Johnson

Date: 22nd November 2018

Dear Parents / Carers

FS2/Y1/Y2 – CHANGE TO END OF DAY ARRANGEMENTS AS OF MONDAY 26TH NOVEMBER

At the end of the day children in FS2/Y1/Y2 finish school at 3:20p.m. KS2 pupils finish at 3:30p.m. For security/safeguarding purposes children in these classes are now going to line up in their classes on the **bottom yard** with staff. Parents/carers are to collect their children from this yard. This will enable us to close both doors into school between 3:20p.m. and 3:30p.m until the older children leave and staff can supervise the entrances to school. It will also enable more staff to supervise this process and eliminate congestion at the doors between those times. Both gates will be opened at around 3:20p.m to give you access to the bottom playground.

Please can all other parents/carers (Y3/4/5/6) only use the **top yard** for congregating etc. so it is easier for staff to manage the younger children being collected.

Just to remind you that the playgrounds should be vacated by 3:45p.m so the Building Supervisor can close both the gates. Children should not be on scooters/bikes or playing football in the playground after school.

This change will take place from Monday 26th November.

We thank you in advance for your support in keeping our children safe.

Kind regards,

Mrs Edwards

Rachel Edwards – Headteacher.