**21st October 2022**

Dear Parents / Carers

After half term, EYFS children will be leaving the school building with the rest of school at 3:15pm. To assist staff in locating parents and ensuring the children are safely passed over to their adult, we ask that parents stand in the following areas of the playground.



Year 1 and Year 2 children will walk out with their teacher and stand in the yard in a line, waiting to be handed over to their adult. Once your child is at the front of the line could you make your way forward so you are easily identifiable.

EYFS children will remain inside school and be passed over to parents from the doors until they become familiar with the new arrangement.

Your cooperation in standing in the designated areas would be much appreciated.

If parents would like to speak to their child’s class teacher, we politely ask that they wait until all children have been dismissed.

Many thanks for your continued cooperation

Mrs A Brinton

**HEADTEACHER**