



26<sup>th</sup> January 2017

Dear Parents/Carers,

## Revised After School Club Arrangements

I am writing to let you know about changes to pick up arrangements at the end of the school day for children who take part in after school activities. The changes are being made following a review of arrangements currently in place, and to ensure that the transfer of duty of care when children are passed over from after school providers back to parents and carers is efficient and robust.

Parents and carers who are collecting their child from an after school club should wait as usual in the entrance hall waiting area for their child. The children themselves, however, will now be held back in one of three waiting areas before being released one by one into the entrance hall and into the direct care of their parent or carer.

The three waiting areas are: the Year 1 corridor, Year 2 corridor, and the exit into the Chill Zone. A member of staff responsible for running each after school club will be standing in the doorway of each waiting area and will let children go one by one into the entrance hall only when their parent or carer has been located.

I'd also like to ask that once you have collected your child from the entrance hall you exit the building to help us reduce traffic in what can be a congested part of the school at pick up time.

Please note also that children attending an outdoor after school club will no longer be allowed into the main school building until the club has finished, when all children will be escorted back into school by the member of staff responsible for the club. Any child needing to access the toilet during the session will now use the toilets within the EYFS building which can be accessed directly from the playground.

Children who are attending Owl Club following an after school activity will be collected by a member of Owl Club staff directly from the member of staff responsible for the activity. Children will not be allowed to walk by themselves to Owl Club.

The safety and wellbeing of pupils is our primary concern in all of this and I hope I can count on you to do your bit and respect the new pick up arrangements to help ensure this.

Thank you as always for your support.

Yours faithfully

Jon Beisly  
Acting Headteacher



**Inspiration & Success**

