

13th June 2018

Dear Parents/Carers,

End of Day Procedure

Everyone working in or for our school shares an objective to help keep children and young people safe by contributing to providing a safe environment for children and young people to learn and develop in our school setting.

In addition to the existing arrangements, the two grey fire doors at the front and back of the old side of the building will now be locked at **3.40pm**. If you need to access the school to either pick up your child from the late room, or to speak to someone at reception, please use the main school entrance only.

The school gates will also be locked by 3.45pm, therefore we would be grateful if you could leave the premises before this time. This also applies to the Nursery entrance on Nicolas Road.

Can we also take this opportunity to remind you that parents and carers are not permitted to walk around school when picking up their child from Owl Club.

If you need to speak to a teacher, please email:
messages@oswaldroad.manchester.sch.uk or inbox@oswaldroad.manchester.sch.uk

Please note, your query will be dealt with within 48 hours if sent to
inbox@oswaldroad.manchester.sch.uk

Kind regards,

Deborah Howard
Headteacher



Inspiration & Success

