

20th November 2019

Dear Parents/Carers,

Change to End of Day Arrangements (KS2)

Everyone at Oswald Road is consistently working to ensure our children are safe. After reviewing the end of day pick-up arrangements in the playground at the end of September we have and decided to make one more adjustment for **Years 3, 4, 5 and 6**.

Each class will now be lined up across the pitches in the playground, starting with Year 3 nearer to Oswald Road through to Year 6 who will be closer to the car park. **The children will be lined up on the middle pitch.**



We kindly request that parents/carers **stand back off the pitches** away from both the lines and **from the doors the children exit the building out of** (see the routes the classes will take illustrated on the image to the left). The class teacher will line their class up at their designated spot. Once the class is lined up the class teacher will dismiss the children to their adults. **Children will not be dismissed until they are all lined up outside.**

These new arrangements will start on **Monday 25th November** at the end of the day.

Please can we also remind you that the door leading into the office area from the Chill Zone should not be used at the end of the day. The children exit the building through this door and it should be kept clear so that they are able to do so easily. If you need to speak to someone in the school office please use the main entrance on Oswald Road. It is very important for safeguarding reasons that the foyer area does not become too congested at home time.

If your child is going to be picked up by a different adult than normal, the school office/class teacher must be informed in beforehand.

Thank you for your continued support.

Jen Beech
Assistant Headteacher



Inspiration & Success

