



## TRIMLEY ST MARTIN PRIMARY SCHOOL

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### RE: End of the School Day Arrangements

Dear Parents / Carers,

We have had some confusion with the arrangements at the end of the school day and have made some adjustments to the pick-up process and parental access to the school building post 3:30pm.

We are a village school and we want our school to be welcoming and friendly, however, we also need to ensure our building remains secure after the official end of the school day.

At 3:30pm, the children will be released in to the playground as per normal. Class teachers will remain in the playground until all of the children in their care have been accounted for. Once all of the children have been collected, the school staff will close the doors to the school. Parents / Carers are able to talk with teachers whilst they are in the playground. If the issue is more sensitive, the staff member will invite you in to the building to discuss this in the classroom. Parents will have to wait outside with the teacher until the teacher has all of their class collected. Parents / Carers will not be allowed to enter the building unaccompanied. Children are more than welcome to return to their class to collect forgotten items etc. but must alert their teachers that they are returning to the classroom.

#### **Sports Club, Young Engineers & Football Club**

These clubs will be released at 4:30pm through the exit door near the back of the car park (see map). Children will be brought out *to the* parents. Parents will not be able to gain access to the school building. As above, children are more than welcome to return to class to collect items whilst the parents remain outside. Once the staff member has successfully united the children with their parents the school door will be closed.

#### **Art Club**

Children who attend Art Club will be released from the Reception Class exit (see map) –

#### **Booster Groups**

Year 3 & 4 Booster group children will be released from the back doors of their classrooms (with year 3 exiting through year 4's back door). Year 5 & 6 Booster group children will be released from the KS 2 playground exit.



### **'After School Club'**

After School Club pick up will pick from the KS1 exit door (see map). Parents will need to ring the doorbell by the KS1 door and their staff members will let you in and sign out your child accordingly. Again, parents collecting from this club will not be allowed access to the remainder of the school building.

We have attached a map to the letter which clearly shows the pick-up points.

We understand that reducing access to the building can be frustrating for parents. From an outsiders point of view it may be difficult to appreciate why you cannot enter your child's school to help them find their homework or to talk to their teacher. However, we need to ensure the school stays secure for pupils and our staff members.

Thank you for your cooperation...

Yours sincerely,

*Mrs S. Ross*

**Acting Head teacher**

## Club Pick Up Points

