



Thursday, 6th October 2016

Dear Parents and Guardians,

Junior School: Morning Registration & Afternoon Collection

During these busy times on the Junior and Infant site, please could we politely request that parents and guardians wait for their child on the **top playgrounds** at the end of the school day, and in the same area when they are waiting for their child to be collected for morning registration?

The children will be brought out in their form lines for home time at 15:40; they will line up with their Form Teacher or Mrs Robertson. At this point, the staff member in charge will wait for the children to raise their hand as they see you. The teacher will work their way along the form line and dismiss each child one at a time. By dismissing each child from the line in this way we will then be confident that we have safely returned them to the designated adult. This should be a relatively swift process; your patience during this process, however, will be much appreciated.

With this in mind, please could Infant School parents vacate the area between Junior and Infant School once they have collected their Infant child at 15:30. If you have to wait for Junior School siblings, please then make your way to the top playgrounds. Similarly, **at 08:40, the area between the Infant and Junior School buildings will be for children only.**

Years 3 & 4: The new location for your child to be collected/ dropped off for registration will be the area directly between the Infant and Junior School buildings. They will face upwards towards the top playgrounds.

Years 5 & 6: drop-off and collection areas remain the same.

On a related note, please could I politely remind parents that should you wish to speak with your child's Form Teacher, you must visit Infant and Junior Reception? You will be able to leave a message, or make an appointment before or after school. This will ensure that the Form Teacher is able to lead their class inside promptly and safely first thing in the morning, and will ensure that they can concentrate on dismissing the children at the end of the day.

Many thanks for your understanding as we make these required improvements to the daily routine.

Yours sincerely,

A handwritten signature in cursive script that reads 'K O'Donoghue'.

Mrs O'Donoghue
Acting Head of Junior School