



ST MARY'S CATHOLIC PRIMARY SCHOOL

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Headteacher: Mrs. R. Akehurst

Monday 17th January 2022

Dear Parents and Carers,

Drop off / pick up routines for the start and end of the day amendments from Tuesday 18th January 2022

Following our first day of the new drop off and pick up routine, we have made a slight change for **Infants and Lower Juniors** at the end of the school day. The drop off and pick up routine is as follows:

Drop off routine and timing

The school gate will open at 8.40am for all children. Parents of children in Early Years and Infants are permitted to walk their children around to their classroom. Parents of **children in Lower and Upper Junior classes** should leave their children at the wooden gate to walk into school independently. All children will be expected to be in school by **8.50am**, when the gate will close.

As you can appreciate, teachers are busy greeting and settling the children in the morning. Therefore, we ask, that unless it is an emergency, please email or telephone the office and they will pass any information on to the relevant member of staff.

Pick routine and timing

The gate will open at 3.10pm and parents will be invited to enter the school premises via the Junior wooden gate and wait on the playground. Class teachers will dismiss their children at the following times and places:

3.15pm – Early Years will be dismissed from Ladybirds classroom door, which leads onto the playground.

3.15pm – Infants will be dismissed from their classroom doors, which lead out onto the playground.

3.20pm – Lower Juniors will be **dismissed from their classroom doors**.

3.20pm – Upper Juniors will be walked out onto the playground by their teachers and be dismissed by the 'Play pod'.

To avoid any anxiety for the children, please ensure that you are on time for dropping your child off at school and picking them up. If you are unexpectedly delayed, please notify the office as soon as possible.

Thank you for your ongoing support.

Yours sincerely

Mrs. Rosemary Akehurst
Headteacher