



Merley First School

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Dear Parents/Carers,

Following a review of our end of the day collection systems I would like to inform you of some small changes we are making.

- If there is someone different picking up your child please inform the school office via email or telephone so that the information can be shared with the appropriate staff. Please do not use Dojo as teachers may not read the message during the teaching day.
- If your child is going home with a child from a different class, your child will remain in their own classroom to be collected and will not move to a different classroom. The person collecting will need to go to the appropriate classroom to collect the child.
- Staff dismissing children will ensure that all children have met their adult collecting them before passing on messages or discussing any concerns. Where possible messages will be passed on via email or telephone calls.
- Reception only - the gates around the Reception area will remain shut and children let out individually by a member of the Reception staff to the adult collecting.
- Please ensure that once you have collected your child/ren that they remain with you while leaving the school site. Please do not use the play equipment or climb trees.

Whilst we endeavour to place a member of staff at the gate at the end of the day to say goodbye, this is not always possible and is not part of our system to check that children are leaving the site safely.

Thank you for your support and understanding to ensure that all children are safe as they leave school at the end of the day.

Kind regards

Katharine Anstey
Headteacher