



Hanley St Luke's C of E (Aided) Primary

21st October 2016

Dear Mums, Dads and Carers

Safe Release of Children at home time

As you will be aware we have recently added an additional exit point for Y4 pupils in order to ease congestion and improve safety for pupils at home time. We appreciate the difficulty some parents face when they have to collect children from multiple locations around the school. However, this does improve safety.

In order to further improve our safe release arrangements I now write to inform you of our expectations at home time.

Nursery and Reception Parents and Carers

Your children are released on an individual basis directly to you from the classroom. As this is a highly controlled release you are able to discuss items with staff at the point of release.

Y1 Parents

Your children are released on the slope from the top hall doors. You must ensure you identify yourself to staff releasing the children as they will not release them unless they can see you. If you need to speak to a member of staff at the end of the school day please be aware that the staff priority is to release the children first. They will be happy to speak to you after this release is complete. It may be that you use Dojo to contact them about any queries you have if you are short of time.

Year 2 Parents

Your children are released from the Dining Room. You must ensure you identify yourself to staff releasing the children as they will not release them unless they can see you. If you need to speak to a member of staff at the end of the school day please be aware that the staff priority is to release the children first. They will be happy to speak to you after this release is complete. It may be that you use Dojo to contact them about any queries you have if you are short of time.

Year 3 Parents

Your children are released on the slope from the top hall doors. You must ensure you identify yourself to staff releasing the children as they will not release them unless they can see you. If you need to speak to a member of staff at the end of the school day please be aware that the staff priority is to release the children first. They will be happy to speak to you after this release is complete. It may be that you use Dojo to contact them about any queries you have if you are short of time.

Year 4 Parents

Your children are released from the Year 4 top gate. You must ensure you identify yourself to staff releasing the children as they will not release them unless they can see you. If you need to speak to a member of staff at the end of the school day please be aware that the staff priority is to release the children first. They will be happy to speak to you after this release is complete. It may be that you use Dojo to contact them about any queries you have if you are short of time.

Year 5 and Year 6 Parents

As our pupils move into Year 5 and Year 6 we work to increase independence. As a result, Year 5 and Year 6 pupils make their own exit via the Noah's Ark door (Y5) or classroom doors (Y6) and meet their parents outside. During transition work from Year 4 to Year 5 pupils are reminded that they must return back into school should parents not be there to meet them. Year 5 staff remind them regularly at home time. Parents must also remind their children of this. Again, Dojo can be used to contact staff.

I hope this serves as a timely reminder for all and you will support our staff in ensuring the safe handover of children.

Yours sincerely

Mr M A Barlow
Headteacher