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13th November 2023

Dear Parent/Carer

We have reviewed our procedures for Pick-Up and Drop-Off arrangements for children at our school and are writing to clarify these. Please read the following document carefully and let us know any changes to your arrangements as soon as you are able.

DROP-OFF ARRANGEMENTS IN THE MORNING

All children should be brought to school and arrive on the playground by 8.45 am. At 8.45 am, a whistle will be blown and children will line up with their classes to be taken to their classrooms. Doors will remain open until 8.50 am and at that time the gates will be locked. Any children arriving late after 8.50 am should be taken to the School Office by the adult dropping them off, to be signed in.

PICK UP AT THE END OF THE DAY

Children in Reception, Year 1 and Year 2

Children in Reception, Year 1 and Year 2 will be handed over to an adult at the end of the day. Currently this will be 3.10 pm for Reception children and 3.15 pm for Years 1 and 2, owing to the fact that they are being collected from the Key Stage 2 playground. When you enrolled your child at the school, you provided a list of approved people who can collect your child, however, **if this changes, please let us know as soon as possible.** Children in Reception will be handed over to their adult on their playground directly. Children in Years 1 and 2 will be brought out onto the KS2 playground and, when they see you, they will tell their class staff; please give them a wave so that the staff see you before sending them over.

Children in Years 3 and 4

Children in Years 3 and 4 will be brought out onto the Key Stage 2 playground by a member of their year group staff. They will follow the same procedure as with Years 1 and 2, where they will tell the staff member who brings them out if they see the person picking them up. They will then be allowed to come across to that person on the playground. Some parents of children in Year 3 and 4 ask that their child be allowed to walk to the school gates or to a meeting point nearby school to pick them up. **Please can we ask that if you have not already done so, that you put this in writing by emailing: office@swanlandschool.co.uk or, if arrangements change on the day, please call the School Office.** The teachers may not have a chance to check their SeeSaw during the school day, so please do not do this on the day if arrangements change. **You can also update these arrangements with the teacher at Parents' Evening this week.**

Children in Years 5 and 6

Children in Years 5 and 6 will be allowed to leave their classrooms independently at the end of the day. Please make sure they know the arrangements for leaving school that you have agreed. The teachers will ask you at Parents' Evening what arrangements are in place in case of any confusion.

What happens if a parent/carer is late?

Any child who is not collected as expected because the adult picking them up is late, will return to the School Office and wait whilst their adult is contacted. Children are reminded in school that if their adult is not at their meeting point to immediately return to the School Office; please also remind your child of this.

After-school wrap around care

Children will meet the after-school club/wrap around care on the playground and will be handed over according to the lists we are given.

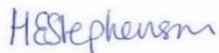
CHANGES IN ARRANGEMENTS

For any changes in pick up arrangements, please telephone the School Office to keep up updated. Teachers do not always have a chance to check their SeeSaw/Tapestry (Reception) during the day.

Please see the following guidance, which you might find useful: [Home alone or out alone guide | NSPCC Learning](#)

Thank you for your continued support.

Yours sincerely



Hannah Stephenson

Head Teacher