



**Head Teacher – Jennifer Dawson**

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## Dropping Off and Collecting Children

September 2017

Dear Parents/Carers

This letter is to confirm our arrangements for dropping off and collecting your child at Sitwell Junior School. If your child will be in Years 4-6 in September, this should provide you with a reminder of procedures and details of where your child will line up in their new class from September. If your child will be starting with us in Year 3, we ask you to follow these procedures in order to ensure the safety and well-being of your child and other children in our care. (Please see the school's Collecting Children Policy for further information, which is available on the school's website or from Reception).

At 8.40am each morning, an adult from every class will come onto the playground and hold up the class' name card. Children will need to line up with the member of staff at this time. Year 6 and one Year 5 class will line up at the fire exit doors belonging to their classrooms. Each class has a designated area to line up in the playground (please see the attached playground plan). If you need to pass on a quick message to your child's class teacher, this time is an ideal opportunity. However, if you need to have a longer discussion, please enter the school through the red doors to Reception, where you can speak to a senior member of staff, a learning mentor, or make an appointment at a mutually convenient time with a member of the admin team.

The children are then led into the school building by the adult representative, through the white doors into the cloakroom, where they can leave their coats and bags in their lockers/on their pegs and lunch boxes on the trolley.

At 3.25pm, the children will be taken to the cloakrooms to collect their belongings and led outside to their designated spot on the playground (see the attached plan). If school have been notified in writing, Y5 and Y6 children may walk home alone. All Y3 and Y4 children will be dismissed into the care of the adult who is collecting them, when this person is visible to the member of staff responsible for the class at that time. We ask for your patience at this time; we want to ensure the children are handed over safely, so we will work our way down the line of children and let them go when we can clearly see the adult who has come to collect them. Therefore, we would appreciate it if you could avoid congregating directly outside the red or white doors, or outside fire exits. This will help us to ensure that the children are dismissed promptly and safely.

Thank you for your continued support

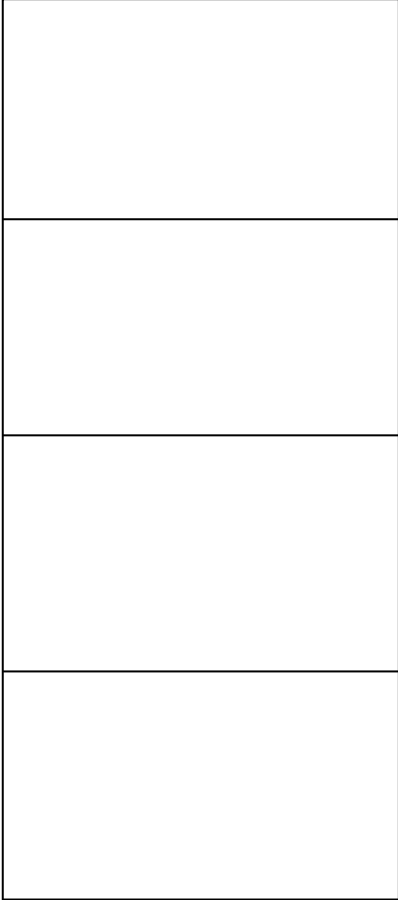
Mrs J Dawson  
Head Teacher

**SSAT** | inquire  
inspire  
innovate  
impact



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آپ کو اس خط اردو میں ترجمہ درکار ہے تو، مسز اختر یا اسکول کے دفتر کا مراجعہ کریں .



Class 6NE

Class 6JB

Class 6EL

Class 5ND

Class 4GO

Class 4GT

Class 4JF

Class 3SW

Class 3RE

Class 3NO

Y4 Cloakroom Y3

White Doors

Red Doors

Class 5RE

Class 5HS

Reception

Library