



*“ will enable children
to reach their full potential”*

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SCHOOL ACADEMY

Head Teacher:
Mrs Wendy Angus

2nd March 2018

Dear Parent

SNOW ARRANGEMENTS UPDATE

This is a revision for “drop off” and collection procedures, to attempt to ease congestion a little. As we will continue to text you each time it is necessary to put the following arrangements in place, **it is important therefore that we have up to date mobile telephone numbers for the main carer.**

Staff will greet/hand over children at each entrance:

Morning drop off:	All children can be brought in between 8.50am and 9.15am
Nursery children	Normal entrance
Reception	Nursery link
Year 1 and 2	Main school entrance

Collection times:

2.45pm - 3.15pm	Nursery children	Nursery Entrance
2.45pm	Class 9	Nursery Link
2.55pm	Class 8	Nursery Link
3.05pm	Class 7	Nursery Link
2.50pm	Class 4	Main school entrance
2.55pm	Class 5	Main school entrance
3.00 pm	Class 6	Main school entrance
3.05pm	Class 1	Main school entrance
3.10pm	Class 2	Main school entrance
3.15pm	Class 3	Main school entrance

NB: Siblings will be gathered together and handed over with the **youngest child**

If due to work commitments you are unable to collect your child early please do not worry as they will be kept in their classroom until normal collection time.

If these arrangements are in place could Nursery and Reception children use the path leading up to Nursery and Year 1 and 2 children use the main car park entrance. Please be aware the entrances/exits will be very congested so patience will be required.

Please DO NOT try to use the car park as the caretaker will be on duty to prevent vehicles gaining access.

Your support with these arrangements will be greatly appreciated.

Yours sincerely

Wendy Angus

Mrs Wendy Angus
Headteacher

