

Dear Parents / Carers

Just an update over arrangements for bringing and collecting children for the performance on the evening of Tuesday 13<sup>th</sup> December:

### **Dropping Off**

- Please bring your children back to school at 5.50pm
- Please drop your children off via the school office – your children will be registered by their teacher in the classroom so there is no need to sign them in
- Please do not attempt to park in the car park – there will be no spaces and we want to ensure that all children (and adults) are kept safe
- Only parents who are watching the show will be able to come into school and we would ask that you go directly to the Hall and not to the classroom

### **Picking Up**

- After the performance we will ask parents who are watching the show to remain in the Hall whilst the teachers take the children back to the classroom
- As soon as the children are ready we will call the parents of that class to go and collect their children
- Parents who are not watching should come back to school to pick up children via the school office at 7.35pm – parents should go straight to classes to pick up their children
- Teachers will sign out the children from the classrooms

### **Please note:**

In order to ensure that we keep all children safe please could you inform the office if your child is being collected by someone other than yourself.

If you have more than 1 child in school you will need to go to both classes – we will not be allowing any child to walk unsupervised to another classroom.

The only entry and exit will be via the school office and the front gates on Seagarth Close – all other gates and doors will be locked.

As already advised, if any parent feels that they want to bring their child in slightly later the following morning then they will not be marked in late until 10.00am.

Thank you for your understanding.

Yours sincerely

Jane Wood  
Headteacher