

Learning Without Limits

LORDSWOOD SCHOOL

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7th September 2021

Re: Change to end of day pick up procedure

Dear Lordswood families – Year 1 and 2 children

It has been lovely to have all the children return to school; they look extremely smart and have settled in really well.

Having been involved in the end of day routines on the KS1 playground it is proving difficult, due to an increased number of children, to dismiss all four classes at the same time. In order for staff and children to see their adult and for class teachers to get to know the adults responsible for collecting (sometimes it is not the same adult each day) and to build up a relationship we have decided to make a change.

From tomorrow the children in year 1 and 2 will be dropped off as normal at the gate, lining up on the playground to be greeted by their class teacher. **However, at the end of the day we will trial parents being allowed onto the playground at 3pm, lining up where the children do.** (One adult per child on the playground). Class teachers will dismiss children from the classroom door to each adult in line.

- We request any adult wishing to speak to the class teacher wait until all children have been dismissed.
- Any child who needs to return for an item they have forgotten must wait until all children have been dismissed.
- Once your child has been collected please move away from the playground so all adults can be seen in turn.
- If adults are waiting for year 5 or 6 siblings to walk from their class at 3.15pm please wait outside the gate.
- Please supervise young children whilst on the playground and keep them off the equipment on the grass.

I am hoping this will ease the process at the end of the day.

Yours sincerely

Jayne Lusinski



A member of the Griffin Schools Trust

Head Jayne Lusinski