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Dear Parents and Carers,

After School Club collection arrangements

After Half Term we will be making a slight change to the arrangements for parents when collecting children from After School Club.

In order to improve and strengthen our safeguarding arrangements in School, we will no longer be allowing parents to come into the hall to wait whilst your child prepares to leave. Instead, we will be asking you to wait in the foyer.

The new collection process will be as follows:

- Ring the bell as usual.
- A member of staff will come to the door to check who you are collecting.
- You will be asked to wait in the foyer.
- Your child will be brought to you at the door.

We thank you in advance for your understanding and assistance in managing this change.

Kind regards

Helen Taylor
Head Teacher