



## **BISHOP CORNISH CHURCH OF ENGLAND V.A. PRIMARY SCHOOL**

*Lynher Drive Saltash Cornwall PL12 4PA*

*Head Teacher: Mrs Tracey Fletcher*

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Dear parents and carers,

At the beginning of each year, we review our safeguarding practices, and we have highlighted an area of worry around collection. We have found that the carpark is increasingly busy, making it difficult, when everyone leaves the building via the same exit, to see parents/carers who are waiting to collect their children. To ensure that all children are safe we are going to be changing our collection procedures.

From Monday 13<sup>th</sup> October the following will apply:

- Children in reception, year 1 and year 2 will continue to be collected from the gate outside the KS1 area.
- Children in years 3 and 4 will be collected from the KS2 playground outside their classroom. Parents and carers of children in year 3 to wait outside the door to the classroom. Children will be sent out as parents/carers are sighted. Parents and carers of children in year 4 to wait on the KS2 playground by the green container. Children will leave the classroom with Mrs Jones to meet parents/carers.
- Parents/carers of children in year 5 to wait on the pathway along the side of the classroom (by the old chicken run). Children will leave the classroom via the door on to the pathway by the green shutters as parents/carers are sighted.
- Year 6 children will leave via the car park as normal.

We ask that, if you have children in both KS1 and KS2, that you collect your oldest child first. If you have two children in KS2, collect your youngest child first.

The morning drop off arrangements will carry on as they are. Please do not take your child through the gate before school starts.

On the note of collection, if there is a change of arrangements, parents/carers MUST notify the office by lunchtime. We do understand that emergencies occur and will of course support parents/carers if these happen.

If you are collecting your child from an After School Club, we will bring the children to the front of the school as normal. This is much quieter time, therefore more manageable.

Can I also remind parents/carers that the school gate is not to be driven through between 8.15-9.00 and 3.15 – 4.30.

We thank you in advance for supporting the school in the above changes. We very much hope that this will help with a smooth and safe transition from the end of the school to going home.

With best wishes,  
Mrs Fletcher