

Devonshire Primary School

'ENTHUSIASTIC FOR EVERYONE'S SUCCESS'

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4th September 2017

Dear Devonshire Families,

We are looking forward to welcoming you back to school tomorrow. We would like to take this opportunity to remind you where children in each year group are to be dropped off at the beginning of the day and collected from at the end of the school day.

Nursery – Parents walk down the path to the right of the site manager's house and through the Nursery garden.

Reception – Parents walk down the path to the right of the site manager's house and into the playground and wait at the picket gates by the relevant classroom door.

Year 1 – Children are to enter the building using the door at the bottom of the slope to the left of the site manager's house. There will be a member of the Year 1 team at this door. At the end of the day, children will be dismissed from this door; parents are to wait at the top of the slope that leads down to this area. Please stand back to give the teachers sufficient space to be able to see all of the parents and dismiss the children to them swiftly.

Year 2 – Children and parents are to enter through the gate at the Brighton Road end of the site and the children enter the building through the door that the stairs lead down to; parents must wait on the tarmacked area just inside the gate, at the top of the stairs. Children will be dismissed from this door and parents must wait on the tarmacked area.

Year 3 - Children and parents are to enter through the gate at the Brighton Road end of the site and the children enter the building through the door that the stairs lead down to; parents must wait on the tarmacked area just inside the gate, at the top of the stairs. Children will be dismissed from this door and parents must wait on the tarmacked area.

Year 4 – Children are to enter the building using the door at the front of the school that Mr Bettis holds open each morning. Children will be dismissed from the front of the school. Parents are to wait on the pavement at the beginning and end of the school day.

Year 5 – Children are to enter the building using the door at the front of the school that Mr Bettis holds open each morning. Children will be dismissed from the area to the left of the site manager's house, parents to wait at the top of the slope that leads down to this area. Please stand back to give the teachers sufficient space to be able to see all of the parents and dismiss the children to them swiftly.

Devonshire Primary School, Devonshire Avenue, Sutton, Surrey, SM2 5JL

Headteacher: Miss F Oastler B.A.(Ed) Hons



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Year 6 - Children are to enter the building using the door at the front of the school that Mr Bettis holds open each morning. Children will be dismissed from the front of the school. Parents are to wait on the pavement at the beginning and end of the school day.

It is busy at the end of the day but with the procedures that we have put in place we have tried to manage this time most effectively, taking advantage of all of the school's exits. It is something that we are continually reviewing. To make it work we need your help; please wait in the areas specified above. It is particularly important that we ensure that the lower pathway, directly in front of the school, is used only for dismissing children so we respectfully ask that you do not wait in this area.

If you have children who need to be picked up from two different exits, please do not worry as the teacher will be aware of this and will wait with your child until you arrive. Children will not be dismissed unless the teacher has identified the person who is collecting the child. If there is someone other than the person who regularly picks your child up or there is a last minute change of arrangement for the collection of your child, the person who is picking them up will be asked to provide the password that you have given the school to be used on such an occasion. Please ensure that they have the password as without it we will not be able to swiftly dismiss your child; this is part of our safeguarding procedures.

If for any reason you are late picking up your child, the teacher will take them back into school and you will need to pick them up from the main entrance. There will be plenty of staff on hand to help out with where the children are to come into the school and where to collect children from.

Thank you in advance for your support with these arrangements.

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