



ST.PATRICK'S

CATHOLIC PRIMARY SCHOOL

Hullenedge Road, Elland, West Yorkshire HX5 0QY

Headteacher: Mrs L Brown

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12th October 2017

Dear Parents/Carers,

For safeguarding purposes, we write this letter to confirm our procedures for entering and exiting school premises throughout our school day for you and your children.

Breakfast Club - 7.30am - 8.50am

No change - entrance via side gate (by the kitchen) to the pavilion where you will sign your children in.

Morning - 8.30am

The side gate (by nursery) will be kept locked until 8.45am every morning and no entry will be gained until this time. If you require earlier entrance for your children to partake in Wake Up, Shake Up! then you must use the side gate (by the kitchen).

If Wake Up, Shake Up! is on the playground then no entry into school will be allowed until the bell rings at 8.50am. However, if Wake Up, Shake Up! is in the hall then children will be allowed access into the hall via the door by Class Aire and Mrs Gorin's office. Children will be asked to place their bags and coats neatly at the side of the hall until the bell rings (no access to classrooms will be allowed until 8.50am).

End of School - 3.25pm

No change - all children must be picked up at the main children's entrance at 3.25pm (by nursery).

After School Club - 3.30pm-4.30pm

No change - all parents/carers to use the side gate (by the kitchen) to collect their children from the pavilion or hall and sign them out.

After School Club - 4.30pm-6pm

No change - all parents/carers to use the side gate (by the kitchen) to collect their children from the pavilion or hall and sign them out.

Nursery

If you require access to nursery prior to the gates opening at 8.45am then please use the small side gate on the early years outside play area (in front of Mrs Brown's office window). Please don't use the fire exit gates.

A polite reminder that the school bell rings at 8.50am for the start of the school day so we recommend you being at school for 8.45am. School then finishes at 3.25pm and we would appreciate collection of your child/ren at this time unless they are in after school activities.

Thank you for your co-operation in the above and if you have any queries/concerns then please don't hesitate to contact us.

Regards

Tracy Gorin

Tracy Gorin
Learning Mentor/DSL