



A Place to Grow

As part of Perry Hall Multi-Academy Trust
Company Number - 08566185

Perry Hall Primary School

Colman Avenue
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Executive Head Teacher

Mrs A Cheema

Head Teacher

Miss R Kohli

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25th September 2017

Dear Parents/Carer,

To ensure the safeguarding of our children, it is essential that we have a procedure in place for the safe collection of children at the end of a school day. We would like to take this opportunity to outline how parents/carers of our reception children could help us to ensure that the end of the day runs as effectively as possible.

- Please keep the area around the hall doors clear (of both parents/carers and siblings), by staying behind the marked line, to enable children to make a safe exit
- Ensure you are visible to your child's class teacher- they will release your child to you as quickly as possible (we thank you for your patience)
- Please resist the urge to call your child over to you through the hall window
- If you need to speak with a member of reception staff, please be prepared to wait until all children have been released or, if more convenient, then feel free to book an appointment through the school office
- Finally, if you have children in other year groups, please could you ensure that they are collected from their year group exit points and that you are not organising with them to walk through school to the reception exit point.

The safety of our pupils is something that our school strives hard to ensure. We thank you for your support with this matter.

Yours Sincerely,

Miss Kohli
Head Teacher

