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EASTRY CHURCH OF ENGLAND
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25th November 2022

Dear Parents and carers,

Important Reminder

The safety of your children is my paramount concern and I would therefore like to remind you of the following drop off and collection procedures.

I must insist that parents and carers follow the following rules from next week:

Drop off in the mornings

- Children should arrive at school between 8:35 am and 8:50 am.
- Unless you have a displayed blue badge or are a registered childminder, you **must not** park in the school car park.
- All children **must** enter school through the playground. Only if they arrive late i.e. after 8:50 am, should they enter the school through the office. In this event, they **must** be accompanied by an adult and will be registered as late. Parking in the school car park will still not be permitted.
- There may be a few children who have exceptional needs that mean they need to come through the office. If you are the parent of carer of one of these children, you will be sent a letter confirming this.

Pick up in the afternoon

- Unless you have a displayed blue badge or are a registered childminder you **may not** park in the school car park.
- Unless you have to collect your child early for a medical appointment, all children must be collected from the playground. Only registered child minders should collect children from the office at the end of the school day.
- If your child has not been collected from the playground by 3:40pm, they will then be taken to the office. Again, please do not park in the school car park when collecting.

I would appreciate your cooperation in following the above to ensure the safety of the children, parents, carers and staff.

Kind regards

Sarah Moss
Headteacher