



Ettington Church of England
Primary School

21st November 2018

Dear Parents

In order to keep all our children safe during the forthcoming school disco on Friday 23rd November, we have revised the drop off and collection arrangements as below:

KS1 Pupils

Pupils in Reception, Year 1 and Year 2 must be collected by a parent or adult from the main school entrance at 4.25pm. Parents will be asked to form a queue and will be called into the hall to collect and remove their child one at a time. Please be aware that it may take several minutes to ensure that all children are collected by the authorised person.

KS2 Pupils

Pupils in Years 3 to 6 must be dropped off at the Year 4 classroom door at 4.45pm and will then be invited into the hall once the hall is clear from the KS1 disco.

KS2 pupils must be collected by a parent or adult from the main school entrance at 5.40pm. Parents will again be asked to form a queue and will be called into the hall to collect and remove their child one at a time. Please be aware that it may take several minutes to ensure that all children are in safe hands.

I appreciate your support on this matter and hope that you will understand the need for a member of the school staff to be present to ensure all children are dismissed in a safe manner on a dark autumn evening. We will endeavour to get all children out as quickly as possible but thank you in advance for your patience if the process takes a few minutes to complete.

Kind regards

A handwritten signature in black ink, appearing to read 'D Johnson', written over a light blue horizontal line.

David Johnson
Headteacher