

Bankwood Primary School

Encouraging pride, progress and responsibility
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Dear Parents/Carer

We have noticed congestion around the collection doors for EYFS (Mrs McDowell and Miss Bower) and want to implement a few changes to ease this and make release at the end of the day smoother.

Miss Bower's class, FS2 GB, will continue to exit using the same doors they use at the minute - the key stage one main doors. 2 members of staff will supervise this release and collection.

Mrs McDowell's class, FS2 RM, will instead exit using the KS1 hall. Children will be brought from their classroom with their coats and belongings to line up at the hall. 2 members of staff will supervise this release and collection from the double doors at the hall.

Please note, the drop-off will remain the same: using the key stage one main doors.

As a reminder, please make sure that mobile phones are not used on the school site.

We hope this new system will make it easier for parents/carers. Staff members will hand over your child by hand to the adult waiting. We will begin the new collection routine on **Thursday 18th April**.

Yours sincerely

SReynolds

Sarah Reynolds
Headteacher



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