



# EVINGTON VALLEY PRIMARY SCHOOL

*Caring and Learning Together*

Wednesday 28<sup>th</sup> October 2015

Dear Parent / Carer,

## Home-time Routines

We would like to remind Year 3 and 4 parents about our home-time routines. Now that your child is in Key Stage 2 they are allowed to be dismissed by their class teacher at the classroom door. It is then up to you to arrange how your child is to make his / her way home. Either:

- Your child walks home by himself / herself
- You collect your child in the playground
- Your child leaves through the school gates and you meet him / her at an agreed place

It is important that your child knows what to do.

**We regularly remind children that if they cannot find the adult they are expecting to meet, they MUST return to the classroom and inform the teacher.**

If your child is in Year 3 they are new to this system, so please keep reminding them about how to keep safe – i.e. return to the teacher if they have not been collected.

It is also important that you inform us if you are going to be late or if someone else is to collect your child. You can do this by phoning the school office during the day and we will ensure that your child gets the message.

If you have any enquiries about this matter, please contact your child's teacher.

Yours sincerely

Mrs Turley

Mrs Baxter

Mr Curran

Miss Bowman