



# Manor Green Primary Academy

'We are the future - the world is in our hands.'

Principal: Mrs. D. Warren  
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Wednesday, 17<sup>th</sup> January 2018

Dear Parents and Carers of our Year 3 & Year 4,

## Home Time Arrangements

Following our letter on Monday (15/01/18), I am writing to you to further clarify arrangements at home time for our Year 3 & Year 4 children.



As you know, the safety and well-being of our children is at the heart of everything we do here at Manor Green. With that in mind, from next Monday, 22<sup>nd</sup> January, the following arrangements will be in place for home time:

- **Year 3 & Year 4** children **must** be collected by a responsible adult at 15:20 from the appropriate door.
- If these new arrangements are going to cause a particular issue for you, please contact us at school.

**School Camp** – Please be aware that School Camp is not affiliated with Manor Green Academy in any way. As such, if your child is due to attend School Camp, it is your responsibility to ensure that we are aware of this and any changes to the pick-up routine. We do not and, due to the size of our school, cannot contact School Camp to discuss individual children and their arrangements.

These changes will come in to effect from Monday, 22<sup>nd</sup> January.

Following feedback from parents and carers, Year 4 will be dismissed from the doors at the back of the hall. Parents should wait on the playground by the Year 3 Green classroom door. We are making this change to further ensure the safety of our children as concerns were raised about children being dismissed straight on to the carpark and the fact that collecting younger children was made more difficult due to the location of the door.

Whilst we are aware that, for some, these changes may cause some inconvenience initially, we are sure that you'll understand that we are formalising these going home arrangements to make sure that all children get home safe and well at the end of each day.

Thank you for your continued help and support. If you have any questions, please speak to your child's class teacher.

Yours sincerely,

*D. Warren*

Mrs. D. Warren  
Principal



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