



September 4th 2017

Dear Parent/Carer,

Firstly, we would like to welcome you all back to Redlands and wish you all the best for the new academic year.

As we return to school, we would like to take this opportunity to ask that all children below Year 5/6 are collected from their classrooms at the end of the day. At present each class is dismissed from the below area:

Class	Dismissed from:
EYFS	EYFS gates opened at 3.15pm
Mr Rawlins	Year 1 Classroom canopy area
Mrs Bancroft/Mrs Redfearn	Conservatory opposite Year 5/6 building
Mr Page/Miss Hunt	Back door to classroom – far side of school playground
Miss Anderson	Climbing Wall play area
Miss Toon/Mrs Cundy	Climbing Wall play area
Miss Godfrey	Climbing Wall play area
Mr Bray	Climbing Wall play area
Mrs Headley/Mr Hackett	Climbing Wall play area

If you are collecting your child during the course of the school day, please ensure that you collect your child from the main Office and that you sign your child out, this is to ensure that we have correct attendance records in case of a fire alarm.

Due to safeguarding concerns, we must ask that all parents refrain from entering the school until all the children have been released and must not use school facilities i.e toilets, without asking at the Office first.

We appreciate that the end of the day is a very busy period and that there are a lot of people within the school grounds but, as you will appreciate, we must consider the safety of the children at all times.

If you have any concerns with the above information, please do not hesitate to speak to your child's class teacher or one of the Senior Leadership Team.

Regards

Mr Jon Brown
Executive Headteacher

Mrs Michelle Tobin
Head of School