



Arrangements for Collection Day – Tuesday 23rd June

Dear Parent/Guardian

Please see details below of where to locate your child's belongings on Tuesday at school. We hope that the weather will be kind and we can keep everything outdoors but if we are unlucky, we will make arrangements that will be very close by the areas marked on the map.

All items, including school reports, will be available to collect from 9am-6pm on Tuesday.

Staff will be in school on Tuesday preparing in their classrooms, so there may not always be someone at your station when you arrive. If your child has medical equipment that needs to be signed off as safely returned, your child's teacher will be in touch with you to arrange a specific time to collect what is required.

Year 7 children's belongings can be collected when they come for their Leavers' visit later in the week.



Class		Location	Enter by
Nursery		Nursery outdoor space	Y5 playground gate
Year 1 & 2		Foundation stage playground	Foundation stage gate
Year 3		Year 3 side entrance	Staff car park (on foot)
Year 4		Year 4 side entrance	Foundation stage gate
Year 5		Year 5 playground	Y5 playground gate
Year 6		Year 6 playground	Y5 playground gate

Only school staff are permitted to enter the school building at this stage, if you feel there is something additional you need to collect, please let someone know and we will arrange to get it for you.

If you cannot make it on Tuesday to collect your child's report and belongings, please contact the school office to make an alternative arrangement. The office staff will also be happy to help you if you are unsure about where to go.

Thank you in advance for your support with the above arrangements and we look forward to seeing you all on Tuesday.

Regards

S Spillane

Principal