

St William of York Catholic Primary School
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Headteacher: Miss Rachael Adams



Dear parents,

I am writing to update you on a few changes to the end of the day systems for Reception and for Nursery, starting from today.

The Reception day ends at 3.20pm and the Nursery day at 3.30pm or 11.30am. The gate for both settings will not be opened before this time.

From today, please can we ask that you go into the Nursery or Reception classroom to collect your child. Together with your child, you can then collect their water bottle and book bag, before leaving the classroom.

Please can we also ask that you are mindful of the fact that when staff are dismissing children at the end of the day, they are responsible for those children. If there is anything you want to discuss with staff, please can you either:

- Wait until all children have been dismissed;
- Ask the teacher to give you a phone call when the children have been dismissed;
- Or ring the school office and ask for an appointment with the class teacher.

The children's safety at dismissal is our top priority and this requires our full attention.

Many thanks for your continued support and co-operation.

Miss Adams

