



Monday 1st October 2018

RE: Morning drop off & afternoon collection of reception children

Dear Parents / Carers,

We hope your children have enjoyed their first 4 weeks with us in Reception. We have most certainly enjoyed helping them learn new skills, build new friendships and become part of the Knowsley Lane family.

Now that the children have settled in, we require parents to respect the following morning and afternoon routine;

When dropping off or collecting your child, **please do not stand on the ramp leading up to the entrance or enter the cloakroom with the children.**

This is to ensure we are complying with our Safeguarding Policy but will also help smooth the transition between home and school as well as encourage independence in the children.

If you need to talk to the class teacher, please do so after all the children are safely in class or have been dismissed. Alternatively you can arrange a meeting via the school office if you require further assistance.

We appreciate your understanding and co-operation with regards to keeping the children safe at school.

Miss L. Rice
Principal