

Monday, 3 October 2022

Dear Parent/Carers,

We hope you and your children are enjoying using The Green for after school care.

We'd like to remind you of some of our rules which are designed to keep the children safe and keep the Green running well:

- When you arrive to pick your child up, you must ring the bell and then wait until a member of staff lets you in. Please don't enter as another parent leaves, unless a member of staff is there inviting you in. Likewise, do not hold the door open for others as you leave. This is so the staff are clear about who has arrived to pick up and ensure all children are matched to their Parent/Carer in a safely managed way. This might mean you have to wait a little while outside at busy times. We would ask you to be patient in order to keep all children safe.
- Children can only attend The Green if they have been in school that day and are handed over to The Green staff by a member of staff, or an after school club leader. We will not accept children being dropped off by parents, or other family members, at the exit door. This means if your child has not attended school that day, or had to leave early, they are not permitted to attend The Green on that day.

We thank you in advance for your cooperation.

Yours sincerely,



Ian Scotchbrook

Head teacher