



Holy Trinity C of E Primary School

"A Church School community aspiring for all to live life to the full"



Interim Executive Head Teacher:

Mrs Steph Matthews

email: admin@holytrinity.gloucs.sch.uk

www.holytrinity.gloucs.sch.uk

Jersey Street, Cheltenham

Gloucestershire, GL52 2JP

Tel. 01242 515778

Tuesday 15th March 2022.

Collection of children at the end of the school day.

Dear Parents and Carers,

On joining a school, I always make it top priority to discuss with the staff the things that work well and things that they feel could be improved with regards to keeping children safe on the school site.

As part of our weekly briefing, staff have fed back that they feel the end of the day protocols need to be more rigorous to ensure that children are collected by the right named contacts. We discussed a range of options and teachers have fed back that the system used during Covid where parents line up in class groups on the playground to collect their children worked well.

From tomorrow afternoon (Wednesday 16th March), we would ask that parents line up on the playground in the following places at the end of the school day and wait for the class teacher to dismiss your child to you.

Year group	Collection time	Collection point
Reception	3.10pm	Parents to line up at yellow sign near the YR entrance to the building.
Year 1	3.10pm	Parents to line up at blue sign near the Y1 entrance to the building.
Year 2	3.10pm	Parents to line up at red sign near the Nurture Room entrance to the building.
Year 3	3.15pm	Parents to line up at red sign near the Nurture Room entrance to the building.
Year 4	3.15pm	Parents to line up at blue sign near the Y1 entrance to the building.
Year 5	3.15pm	Parents to line up at green sign near the Headteacher's Office entrance to the building.
Year 5	3.15pm	Parents to line up outside of the Y6 Classroom.

There will also be two adults positioned on 'gate duty' at the side and rear gates to the building to ensure that no child is able to leave the site without supervision unless we have written permission to walk home alone.

We believe that this change will help to keep all children as safe as possible and thank you for your cooperation.

With warmest wishes,

Steph Matthews

Interim Executive Headteacher.

Respect

Responsibility

Compassion

Courage

Forgiveness

Truthfulness

