



## Maltby Redwood Academy

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Our ref: RBe/ZFa

Date 14<sup>th</sup> November 2023

Dear Parents / Carers,

We would like to inform you that we are going to slightly tweak the entry / pick up procedures for the beginning and end of the day for our EYFS children. A couple of parents have raised concerns about how busy the playground is, and we have listened and discussed this at our Senior Leader meeting and feel some of these points are valid and need updating.

### **Afternoon procedures:**

From this afternoon, please can Nursery Acorns and Reception Saplings be collected from classroom doors; a member of staff will come out to open the gate at hometime, where you can then go to the appropriate door to collect your child. If you are sending someone unfamiliar to collect your child, please ensure that they have the password that you have set up. A number of parents in Reception Saplings have not yet provided us with a password, please can we kindly request that you do this at your earliest convenience.

### **Morning procedures:**

In a morning, please can you all continue to line up in the two lines on the playground (to avoid congestion near the main gate entrance on to the playground) and ensure that your child is stood with you. Staff will then open the EYFS small gate at the start of the day, where you will be welcomed to escort your child to the classroom door safely.

### **Communication:**

Could we please request that all communication is sent via dojo before 8.30am to inform class teachers of anything that you need to share that day, this will enable all children to enter school swiftly and safely and not cause further congestion at the door. Should you wish to pass on a message if you have not sent a dojo - please can you go to Main Reception to do this or request to see the class teacher after school once all the children have been collected safely.

During the Summer term, Reception Saplings will begin their transition into Y1 and will be asked to start to line up again in the playground in readiness for moving into KS1. Mrs Barker will communicate this to you after Easter.

Safeguarding your child is our priority and we thank you for your co-operation in advance of these procedures changing.

Yours sincerely

Mrs Berry      Miss Fazakerley  
**Principal      EYFS Leader**

