



**Long Sutton County Primary School**  
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Registered Company Number 07788995

Headteacher: Mr B Lord

Thursday 10<sup>th</sup> February 2022

Dear Parents/Guardians,

### **Disco drop off & collection of children**

We are all looking forward to the discos tomorrow:

Reception, Y1 & Y2 = 5pm – 6:30pm

Y3, Y4, Y5 & Y6 = 6:45pm – 8:30pm

#### **Drop off**

All children should wait on the pavement by the school main gates which lead down to the school office and a member of school staff will come and open the gates to let the children into the disco. Staff will have lists of the children and will be able to register which children are entering school. In order to continue adhering to our school's policy to reduce the risk of the spread of Covid-19, parents will not be permitted to enter the school.

#### **Collection**

To collect your child, please arrive at the school main gates a few minutes before the designated collection times (**6:30pm** for Rec, Y1 & Y2 and **8:30pm** for Y3-6).

A member of school staff will come and open the gates at the appropriate time.

Once on the school site, parents should wait to collect their child **outside their child's classroom door**. To avoid congestion, please **DO NOT** enter the school via the main office.

For example if you have a Reception child at the disco, please wait by the Reception gate at the end of the KS1 playground where Mrs Emery will dismiss the children one by one.

If you have a Y1 or Y2 pupil, please wait on the KS1 playground outside the relevant classroom door. A member of school staff will dismiss the children one by one. This will be the same for children in Y3-Y6 who are attending the disco (please wait on the KS2 playground by your child's classroom door).

If someone different (ie not a parent or the regular person who collects) is picking up your child, please email the school office by no later than 12 noon on Friday 11<sup>th</sup> February 2022 to let the school know.



Part of Keystone Academy Trust  
Registered Office: Bourne Westfield Primary Academy, Westbourne Park, Bourne PE10 9QS Tel: 01778 424152



Please note that we will not be able to let your child go home with a different person unless we have written permission from yourselves. As it will be dark, we will also not be letting any of the older children walk home alone.

If your child will be attending the after school club which runs until 6pm, please collect your child in the usual way ie by buzzing the school main gate and entering through the school office.

Kind regards,

**Mrs C Webley**

Acting Head Teacher

