



Long Sutton County Primary School

Dick Turpin Way, Long Sutton, Spalding, Lincs, PE12 9EP

Telephone 01406 363381

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Web site www.longsutton.lincs.sch.uk

18th October 2023

Dear Parents and Carers,

We are delighted that the Friends have been able to organise a school disco for the children on Thursday 19th October. We ask that you please note the arrangements for dropping off children at the start of the disco and collecting them at the end of the disco.

EYFS and Key Stage 1 – please take coats away with you when you drop off your child, we won't be storing these in school

Drop Off

- Parents and children should arrive through the pedestrian gate at the front of the school and go straight to one of the following classrooms. An adult will be waiting to check off your child's name on the list.
- EYFS should enter through the double doors at the entrance to EYFS
- Y1 should enter through Miss Harper's classroom (Chaffinches class)
- Y2 should enter through Miss Papworth's classroom (Doves class)
- This may mean you have to queue and wait a short while until we have been able to check off all the children. This is so we know who is in the building in the event of a fire.

Collection

- Parents should arrive through the main school gates at the front of the school and go straight to one of the following classrooms. An adult will be waiting to check off your child's name on the year group list so we know they have left the building with their adult.
- EYFS should be collected at the double doors at the entrance to EYFS
- Y1 should be collected at Miss Harper's classroom (Chaffinches class)
- Y2 should be collected at Miss Papworth's classroom (Doves class)
- This may mean you have to queue and wait until we have been able to check off all the children. This is so we know that each child has been collected safely. We ask that you have patience please at the collection and wait in a queue to collect. **Please do not gather around the doors in a group.**
- Parents and children should leave through the double gates at the front of the school.

Key Stage 2 – please take coats away with you when you drop off your child, we won't be storing these in school



Part of Keystone Academy Trust

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

Drop off

- Parents and children should arrive through the pedestrian gate at the front of the school and go straight to one of the entrances detailed below.
- Y3 and Y4 to enter through the Y3 corridor fire exit on the front corner of the school
- Y5 and Y6 to enter through the double main doors into the main school
- This may mean you have to queue and wait a short while until we have been able to check off all the children. This is so we know who is in the building in the event of a fire.

Collection

- Children will be seated in the hall in year group lines.
- Adults will be able to enter the school and collect children through the main school doors to pick up children from the hall. There will be two adults who ask for the name and year group of the children you are collecting, the children will be ticked off the list by other adults as they come to you.
- Exit from the hall will be through the Year 2 corridor fire exit.
- Please note that we will have to check off each child so that we know they have been collected safely.
- We ask that you have patience please at the collection and wait in a queue to collect. Please do not gather around the main front doors in a group. Please be aware that collection will take some time and will not be a 5-minute situation.

If you have any questions about these arrangements in advance please do come and ask. All arrangements are for the safety of the children. We thank you in anticipation of your patience and support.

Kind regards,

Miss Gray

