



Revised Arrangements for End-of-Day Collection in EYFS

Dear Parents and Friends,

From today, Monday 8th September, we are introducing revised arrangements for collecting children at the end of the school day.

Collection Times for Younger Children:

- Foundation 1 and Foundation 2: Parents may collect children directly from the classroom at 12:30 pm.

Important Information for Parents of F1 & F2 Children:

- A map is included to show the location of classrooms.
- Please ensure you collect a red lanyard from security and keep your school-issued collection card (please see right) with you at all times.
- Class teachers will contact you to agree on personal passwords for your child. This adds an extra layer of security if someone else needs to collect your child.



Please note that parents are not permitted to go to the classrooms until 12:30pm for F1 and F2.

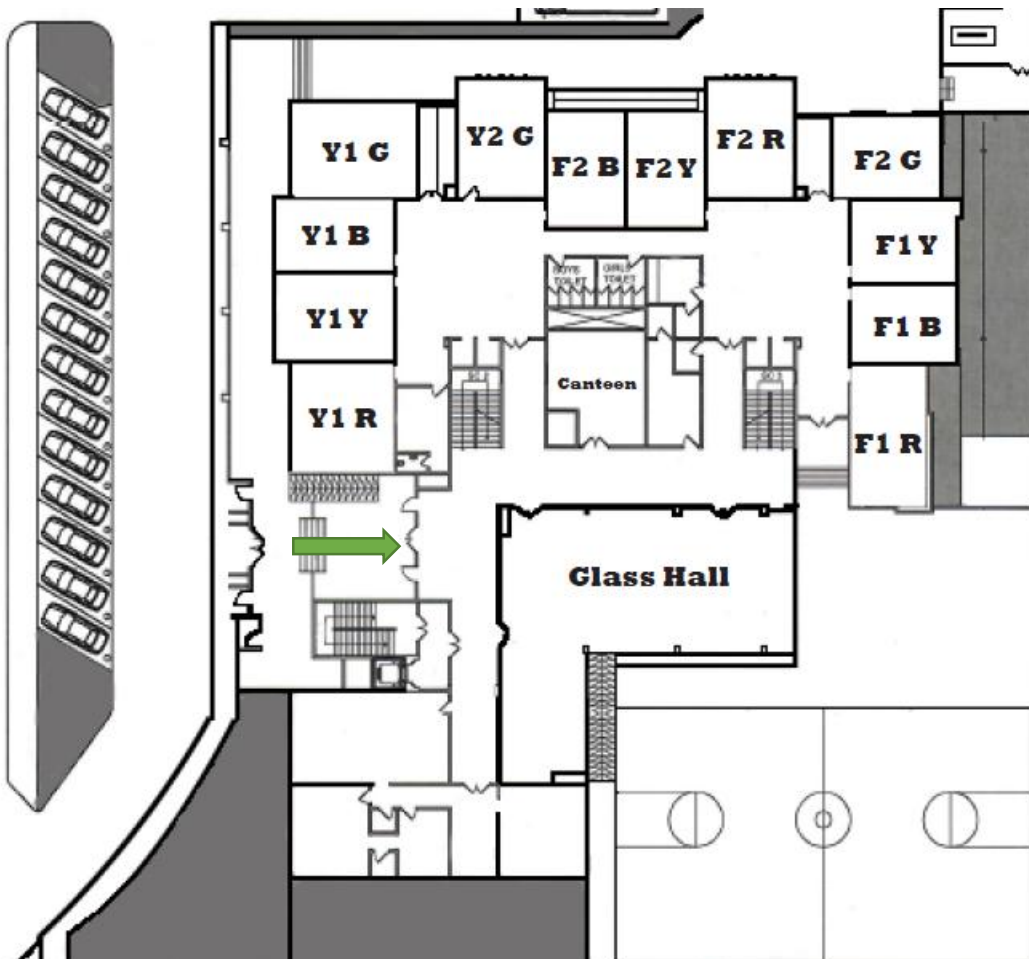
Thank you for your support and cooperation.

Mr. Spencer – Principal



Plan of the school the support the location of your child's class:

Ground floor layout Foundation 1 & 2



The importance of identifying visitors to our school

Our school is a secure environment and the safety of our children and staff is our priority.

- All adults must report to security upon arrival.
- After providing ID you will be expected to wear a lanyard at all times whilst you are on site.
- The different colours demarcate different groups (please see below).
- Please ensure that you kindly hand in the lanyard back to security upon exiting the school site.



Blue
NBA Al Dafna
Staff



Red
Parents &
Visitors



Purple
Safeguarding
approved
regular
volunteers



Green
Contractors

Collecting your children

Identification

- Please ensure that you or the adult that you have assigned to collect your child(ren) from this school has your school-issued pupil collection card (please see below).

Personal Password

- Every parent should liaise with their child's class teacher via Class Dojo, in order to agree a personal password.
- If there is a change to the routine and you are assigning a different adult to collect your child, they will be asked to provide the agreed password.



Change of plan

Parents must please inform the school if there is a change to the pick-up routine.