

Pick Up Arrangements

Dear parents,

We hope that the children are enjoying being back at school and have started the term positively in their new year groups. Adventurers and Navigators are loving their new classrooms and the launch of the new curriculum is going well with all classes getting stuck into their themes and enjoying their learning.

Now that we are a few weeks in, hopefully routines are starting to embed and things are beginning to feel more 'normal'.

Over the last couple of weeks, we have been struggling to keep on top of changes to end-of-the-day arrangements for collecting children. To make sure we keep everyone safe we would like to tighten up on these procedures.

1. Please could we ask everyone to complete the form on School Spider, one for each child, to let us know what the **normal pick-up arrangements** are on each day **for this term**. You can note here if you give permission for anyone else to collect them on any given days. Please complete this by Friday 1st October.

For example:

Monday	Tuesday	Wednesday	Thursday	Friday
Mum	Mum	Mum	Walk home	Grandad
OK for Aunty XXX to collect too.		OK for nan to collect too.		

If they are doing clubs on any day, the arrangements you note here will be for when the club finishes.

2. From Monday 4th October, if arrangements need to change to those submitted on the form, please call the school office on 01684 292376 or email admin@ashchurch.gloucs.sch.uk **before 2.45pm.**

Please do not message the Facebook group or email individual members of staff about pickup arrangements. We cannot guarantee that these messages will be passed on during the day.

This will mean that each class, and the office, can have a list of expected arrangements for the day, and that all messages about changes are going to one central place.

Many thanks in advance of your cooperation with this.

Mr Gibson, Mrs Kelsey, Mr Rickaby