



Dereham Church of England Junior Academy

Headteacher: Mrs Kelly Scott

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Diocese of Norwich
Education and
Academies Trust

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End of day procedure – Year Three

Dear Parents and Carers,

We are really looking forward to welcoming all the children back to school in September. As the children return and we know what works well, procedures will be refined. We know there is a great deal of information to take on board and I think there may be some confusion regarding the collection of siblings at the end of the day.

We have really tried to cause minimum inconvenience to parents and carers whilst ensuring that we keep children and staff as safe as possible. This is why we have a floating start to the day, rather than allocated start times for each year group. We are also asking staff to work a longer day initially so we are not asking any children to be collected before our usual 3.15pm end of day (with the exception of Year 3 for the FIRST week of term ONLY). There is then only a 15 minute window for the rest of the school to leave to minimise time you have to wait at the school.

With over 400 children at the school we are not able to keep children behind to wait for siblings or allow them to go early. This just wouldn't be manageable and would potentially mean children we lose track of where children are at the end of the day, presenting a Safeguarding issue.

For the FIRST week (Wb 7th September), when Year 3 are to leave at 2.45pm we have said that any Y3 pupils who go home with older siblings can wait in the classrooms until the older sibling collects them. However, this must be for all 5 days of that week and parents MUST inform the school office they would like this to happen.

From Monday 14th September when all children leave between 3.15pm and 3.30pm, there is an expectation that all children go out with their own class. For those of you who already have children in the school, you will know there has always been a wait between different classes coming out of school.

We know that the cancelled bus route has presented additional problems for many of you and once the start of term is here we will continue to look in to whether there is a company who would be prepared to pick up the route. Norfolk Transport have advised they would not run this as the distance to the school is not over the 3 mile distance. We will keep you posted on this if there are any developments, although at the end of term, we didn't have any success.

If you have any questions, please contact us.

Kind regards,

Mrs Scott
Headteacher