



**Ryhope Infant School Academy**  
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**Headteacher: Mrs T Allen**

10 March 2020

Dear Parents/Carers

### **New Morning Drop off Arrangements**

In response to the parent questionnaires, we are going to be changing the way you drop your child off in the morning.

As of Monday 16th March the gate will be opened at 8.40am and you will bring your child onto the school yard.

**Reception, Year 1 & Year 2** parents will stand on the main side of the yard. A member of staff will ring the bell at 8.50 and the children will line up in their class (as they do at playtime and lunchtime). The class teacher will be there to ensure all their children have lined up and walk them into school. Parents are asked to stand well back so staff can see all the children in their line. Parents must wait on the yard to see their child enter school before leaving the school premises.

All parents **MUST** wait with their child on the school yard.

Parents will still be passing on any messages through Mrs Boyd who will be on the gate as the teaching staff will be busy lining children up and getting them into school safely and promptly.

It's also vitally important that parents are on the yard in time for their child to line up. If you are late getting to school, you will be asked by the member of staff on the gate to walk around to the main office rather than going onto the yard late. It will be very busy on the yard and at the school gates with parents leaving. Once the last class is in school, the door into school will be closed.

Once all the parents have left the school property the gates will be closed.

I am aware that we may have some teething problems but we ask for your support and patience while we establish our new drop off procedure.

Mrs T Allen  
Headteacher

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