



Sir John Cass's Foundation
Primary School
Headteacher: Miss A Allan

Tuesday 29th October 2019

Dear Parents/Carers,

I hope you all had an enjoyable half-term break. I am writing to you with a couple of gentle reminders to help keep everyone safe.

Please ensure if you are leaving a buggy that you make every effort to fold and store the buggy in our buggy park. When we are running sessions in the Children's Centre, the entrance area to the Sp@ce is becoming heavily congested even though there is quite a bit of room in the buggy park. It would be very helpful if you could ensure your buggy is stored as compactly as possible, especially if you are leaving it all day. Likewise any scooters need to be stored neatly.

When you are entering the Early Years, please ensure you close each gate behind you at all times. At the moment the gate is frequently left open and means our play area is not secure, as a child could easily run through. Please do not leave the gate open for others.

When arriving or leaving the premises outside of the main start and finish of the day times do not be afraid to challenge any adult attempting to enter via the top gate you do not recognise/ unaccompanied by children. If they are not a parent they should be redirected to the main entrance.

Finally a reminder that your child should be in school at 8.55. You are welcome to wait in the playground from 8.45. Collection time is at 3.20 and has been set so you can collect your children from Early Years before collecting older children from upstairs.

Yours sincerely

Andy Dobson

Lead teacher Early Years.

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A voluntary aided Church of England primary school in the heart of the City of London