



THE PEGASUS ACADEMY TRUST



WHITEHORSE MANOR
INFANT SCHOOL



ECCLESBOURNE
PRIMARY SCHOOL



WHITEHORSE MANOR
JUNIOR SCHOOL



BEULAH INFANT &
NURSERY SCHOOL



CYPRESS
PRIMARY SCHOOL

Executive Headteachers:

Mr M J Roberts & Ms L D Sampson

Head of Upper School: Mrs N Carpenter

Head of Lower School: Mrs J Sorensen

15th September 2021

Dear Cypress Lower School families,

End of school day arrangements

We'd like to thank everyone for their support and patience when collecting their child(ren) at the end of the school day. This is a very busy time of day for our school as we have over 300 children to dismiss and it is our priority to do this as safely as possible. September is always busier as we have many new children and families who have joined our Cypress community, who are all getting used to our school grounds and routines. Our staff are also getting to know new parents and carers.

For safeguarding reasons, all children will be dismissed from their classrooms so that staff can ensure they are safely handed over to their parents or carers. If children are dismissed from playgrounds or outside it is very difficult for staff to monitor the entire class whilst looking out for parents and carers, and this poses a risk.

We politely request that adults collecting children wait in the following areas, where possible.

Little Cypress (Nursery & Rainbows)	Doors will be opened from 3.10pm. Please clearly state your child's name to staff at the main nursery doors and ensure you do not block the path for other families leaving the premises
Yellow class (Reception)	Near the parent noticeboard on the playground
Orange class (Reception)	Near the community room
Red class (Reception)	Along one side of the ramp leading up to red class (please also leave via the ramp)
Blue class (Year 1)	On the lower playground
Green class (Year 1)	Outside the external door where Green class are dismissed/enter from, or along the ramp
Indigo class (Year 1)	On the lower playground
Ruby class (Year 2)	On the top playground, near to the external door where Ruby class are dismissed from
Violet class (Year 2)	On the top playground, near to the external door where Violet class are dismissed from
Turquoise class (Year 2)	On the top playground, near to the external door where Turquoise class are dismissed/enter from

How you can help

We appreciate everyone is keen to collect their child on time at 3.15pm, but please hold back if it's particularly busy. Our staff have a class of 30 children to safely dismiss and will do this as quickly as possible – it's impossible to dismiss them all at the same time! If it's busy, then please bear with us and wait for a few minutes.

As soon as children are collected, parents and children should leave the premises immediately. The school gates will be closed at 3.30pm.

If you need to speak with your child's class teacher or support staff then please wait until they have dismissed their class, or arrange a suitable time to talk to them.

In order to ensure that the school site is as safe as possible for all, **please do not congregate in the playgrounds or near the school gates and maintain social distance from others wherever possible.** Where possible there should only be **one parent** collecting or dropping off a child. This will help to avoid a large number of people on our school site and on Cypress Road during drop off/collection times.

Many thanks for your cooperation and support.

Yours sincerely,



Mrs J Sorensen
Head of Lower School



CYPRESS PRIMARY SCHOOL

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