



Head Teacher
Mrs. Susan Curson
Tel: 0115 9526100

office@priority-jun.notts.sch.uk

15 September 2017

Priory Junior School
Priory Road
Gedling
Nottingham
NG4 3LE

Change in end of day procedures for years 3 & 4

Dear Parents

We have reviewed the way how we pass your children over to you at the end of the school day. This is because the current procedure means the corridor is heavily congested with too many children and adults causing a potential safeguarding and fire risk.

The new system is in place immediately and the teachers from year 3, Miss Mitchell and Mr Elliott, will release your children to you by the doors in the corridor into the small playground. There will be no exit for them by the toilet entrances. This area will be cordoned off when collecting at home time. The doors will continue to be unlocked at the normal time for parents to access the playground.

Year 4 children will now come out through the school hall doors under supervision by Miss Gilbert and Miss Graham into the small playground to be met by the adult collecting them.

I understand this may be slightly confusing at first but we ask for your support in implementing this important change and not waiting inside any of the corridors.

Thank you as ever for your support.

Mrs Curson
Head teacher