



*'Work hard, be kind'*

*Dear Parents / Carers,*

*Thank-you for your patience prior to and after our Winter holiday time, whilst our new fencing has been replaced.*

*From Monday we will resume our standard lining up and collection points for all children in school. Please refer to the reminder below; should you have further queries then contact the school office to clarify.*

*Please do not come to the School Reception area; unless if you need to speak to the office manager Mrs Hughes.*

*Please inform your child's class teacher who will be bringing/collecting your child from school.*

#### ***Nursery and Reception class children***

*Please walk around the outside of school to the Foundation stage entrance, where you and your child(ren) will be greeted by a member of staff.*

*The meet and greet in Foundation stage opens from 08:30 until 08:45 every day.*

*At the end of your child's Foundation stage day please walk around the outside of school and collect your child(ren) from the Foundation stage entrance.*

*For Nursery children this is at 11:45 every day.*

*For Reception children this is at 15:00 every day.*

#### ***Year One and year Two children***

*Please walk around the school to the year One and Two entrance and playground area (this is next to the fenced off sports court). At 08:45 a member of staff will ring the bell and the year One and year Two classes line up behind the green partition fencing. The children walk into their classrooms with members of staff.*

*At the end of the day, please walk around the outside of school to the year One and Two entrance and playground area, which is next to the fenced off sports court. A member of staff will allow your child(ren) to go once they have acknowledged that an agreed adult is there to collect your child(ren).*

#### ***Year Three and year Four children***



**Appleton Street, Warsop, Mansfield, Notts, NG20 0QF. Telephone: 01623 842163**

**Email: [office@birklandsschool.co.uk](mailto:office@birklandsschool.co.uk)**

***We aim high, we care, we believe, we are respectful***

*Please walk onto the main playground area, where the stairwells are leading to the second floor are found. At 08:45 a member of staff will ring the bell/blow the whistle and the year Three and year Four classes line up in front of the first stairwell. The children will be met by a member of staff and walk into their classrooms.*

*At the end of the school day, please walk onto the main playground area. A member of staff will allow your child(ren) to go once they have acknowledged that an agreed adult is there to collect your child(ren) from the stairwell area.*

### ***Year Five and year Six children***

*Please walk onto the main playground area, where the stairwells are leading to the second floor are found. At 08:45 a member of staff will ring the bell/blow the whistle and the year Five and year Six classes line up in front of the second stairwell. The children will be met by a member of staff and walk into their classrooms.*

*At the end of the school day, please walk onto the main playground area. A member of staff will allow your child(ren) to go once they have acknowledged that an agreed adult is there to collect your child(ren) from the second stairwell area.*

*Kind regards*



*Mr N Copestake  
Head of School*



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