



**Ecclesfield Primary School**

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Executive Head J. Eagleton BSc Hons PGCE NPQH

7th March 2022

### Foundation Stage Exit Procedures

Dear Parents and Carers,

As Covid restrictions are under review and we are in a period of transition and recovery, we will be making adjustments to how the children in FS are collected at the end of the day. We hope that the changes will make the handover prompt so that the children and yourselves are not having to wait so long.

#### **Entry procedures**

This will stay the same. Staff will greet the children on the KS1 playground at 8.30 and children will enter through the Foundation Stage gate.

#### **Exit Procedure**

From Tuesday 8th March, parents will enter the Foundation Stage yard and will wait in a separate line by their child's classroom door. At 3:00pm the class teacher will release the children to their parents from the classroom door. Once collected parents will need to exit via the Foundation Stage gate.

As with the previous exit procedure, children will not be able to go back into class to get forgotten items and any parents wishing to talk to staff will need to wait until all children have been collected.

For health and safety reasons, please ensure that siblings remain with parents and are not accessing equipment etc in the yard.

Please do not hesitate to contact us if you have any questions.

Thank you  
Emma Garnett  
(EYFS lead)

