

Good morning Parents & Carers,

**Re: End of School Day**

To ensure the end of the day handover is a smooth and safe transition, we have made the decision to ask parents to come through the double doors and form a queue by the handrail, to collect their child. A member of the senior leadership team will be positioned by the double doors.

The children will be sat on the carpet ready to be dismissed. Lindsay will call each child individually and hand them to the adult who is collecting them.

Should you need to speak with Lindsay we would appreciate if you could please wait to the side of the classroom until all the children have been dismissed.

If you prefer, you can contact Lindsay via email on [icarbonneau@mulberryschoolstrust.org](mailto:icarbonneau@mulberryschoolstrust.org) or email the school office on [khall@mulberryschoolstrust.org](mailto:khall@mulberryschoolstrust.org)

Scooters will be placed in the foyer area for you to collect as you exit the building.

Please do not hesitate to contact the school should you have any questions.

Kind regards,

The Mulberry Wood Wharf Team