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## GODFREY ERMEN MEMORIAL PRIMARY SCHOOL

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School Road, Eccles, Manchester, M30 7BJ

Telephone: 0161 789 4382 | Web: [www.gems-salford.co.uk](http://www.gems-salford.co.uk)  
Executive Headteacher: Miss J Kinch | Deputy Headteacher: Mrs Stanger  
Chair of Governors: Cllr John Mullen | St Michael's Church Rector: Fr Ian Hall



Monday, 7<sup>th</sup> November, 2022

Dear Parents/Carers,

Thank you for your support with the timings of the school day and for bearing with us as we adjust to the new expectations. We thank you for your feedback.

It has been brought to our attention that there are some issues regarding end of day collecting – especially if you are collecting from different playgrounds.

We have reviewed our processes and have made some tweaks to the organisation **at the end of the day**. We ask you to pick up your youngest child first and then collect your older children afterwards.

If you are collecting your child from Nursery or Reception (Squirrels), we are going to ask you to wait in the EYFS outdoor area. The gates will be opened at 3:10pm and the classroom doors will open at 3:15pm. Your child will be kept in the classroom until we have seen you to hand your child over to you. Once you have collected your child from these classrooms, you will then be able to go through either early years gate to collect your other children from their playground.

If you are collecting from Reception (Hedgehogs) we will hand over your child to you at 3:15pm then you will be able to walk through the EYFS outdoor area to the junior playground, if you are collecting from Years 3-6.

This is a very busy period of time in the day and we request your patience and understanding as we need to ensure the safety of the children. We continue to keep the gates open until 3:25pm and we wait with your child so there is no need to hurry.

After 3:25pm, your child will be taken to the office area and the office team will ring you.

Once again, thank you for your feedback in regards to this and we hope that you will find this much easier. One again, please bear with us as we get used to this system.

Yours faithfully,

*Miss J Kinch*

Miss J Kinch  
Executive Headteacher