



Shoreham Village School  
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Headteacher  
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14<sup>th</sup> March 2025

Dear Parents / Carers,

### **Reminder of collection / drop-off arrangements**

In order to safeguard our children, we have clear arrangements for drop off and pick up at the start and end of the school day.

Our school days starts at 8.50am and all children are expected to be in class by then. Once the doors are locked, any child arriving after 8.50am will have to be signed in to school by their parent or carer at the front office. No child may be left unsupervised on the playground at the start of the school day and members of staff are on duty on the playground from 8.45am.

The school day ends at 3.20pm and children should be collected promptly at the end of the day. Any children not collected by 3.30pm will no longer be able to sit by the office but will be admitted to River Club and parents / carers will be charged for the session.

Please also ensure that if you have made arrangements for someone else to collect your child at the end of the day, that you inform the office. If the adult collecting your child isn't someone who usually picks them up, they will need to give a collection password to the member of staff dismissing the class in order for your child to be released. Please inform the office of your preferred password if you do not currently have one on file.

Best wishes

Gillian Lovatt-Young

