



MUGGINTON Cof E PRIMARY SCHOOL  
Mugginton  
Ashbourne  
Derbyshire DE6 4PL  
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[www.muggintonschool.co.uk](http://www.muggintonschool.co.uk)

Headteacher: Mr J Green

Dear Parents & Carers,

Friday 11<sup>th</sup> February 2022

### **Re Morning Access Arrangements**

I would like to thank you for your understanding and support regarding the safeguarding measures we have in place. Nothing is more important to us than keeping your children safe.

As you know, we have made small changes to the morning drop-off routine so it is more in line with the arrangements we had in place in 2019, before the pandemic.

These changes have been made to further tighten our safeguarding procedures at one of the busiest times of the school day. By making sure all parents and children enter through the main entrance and exit via the junior door, we know exactly who is and who is not in school at any point. In brief, the arrangements are set out below for clarification:

- 1) Early Birds with Mrs Birks runs as normal from 8am until 8.50am. If you have not booked your child in to Early Birds, please do not leave your child in school in Mrs Birks' care. This way, we know exactly which children are in our care before the start of school.
- 2) Parents and children who are not in Early Birds remain welcome to enter school up until 8.50am to greet their teacher and put things away. However, please make sure your child is taken to the playground out of the junior door and supervised until Mrs Birks and the Early Birds arrive on the playground at 8.50am.
- 3) At 8.50am, the main entrance will be locked for 10 minutes. This allows teachers and support staff to make final classroom arrangements ready for morning lessons and for me to come and join you outside to greet the children.
- 4) If you arrive after 8.50am, please drop your child on the playground or wait with them until the children walk in to school at 9am.

Many thanks,

Joseph Green

Headteacher