



Millbrook Primary School

Executive Headteacher: Mrs G M Gray (BSC Hons Lond) PGCE NPQH

Assistant Headteacher: Mrs C Royal (B.Ed)



Elmfield
Shevington
WIGAN
WN6 8DL

☎ (01257) 404552

Fax (01257) 404698

Email enquiries@admin.millbrook.wigan.sch.uk

11 September 2015

Ref: word/attendance

SAFETY FOR OUR CHILDREN

Dear Parents and Carers

We are always looking for ways to improve upon the smooth running of our School and the procedures that we have in place to assist with this.

It has been brought to my attention that the access path around the outside of school gets very congested at home time in particular and this can obstruct the view of the member of staff who may be handing over your children at the end of the school day. This can lead to children not always being able to see the person collecting them and can cause upset or distress, as well as blocking the main thoroughfare for the adults collecting our younger KS1 (Infant) children.

I respectfully ask that parents and carers of children in Y2 – Y6, who come onto the school premises at 3.15pm, wait on the lower playground or towards the maingate rather than on the path or around the doors /exit in order to help us with the safe handover.

Children in Reception and Y1 will continue with the routine for hometime that has already been established.

I am sure that you understand the position we are in during this very busy time of the day and will continue to support us in keeping our children safe.

Yours sincerely

Mrs C Royal
Assistant Headteacher



PLAY ALONG
PRESCHOOL
JULY 2011