

Wednesday 19<sup>th</sup> December 2018

Dear Parents and Carers,

**Re: Arrangements for staggered home time for Friday 21<sup>st</sup> December 2018**  
**(Early Finish at 12:30pm)**

We would like to kindly remind you that we will finish early on the last day of term on Friday 21<sup>st</sup> December at 12:30pm.

Please see overleaf, our staggered home time arrangements for early finish for each keystage/year group. This will help avoid heavy traffic congestion and maintain the safety of our children, staff and parents/carers which must always be prioritised.

Please continue to cooperate with the car park and walk way protocols that have been implemented.

**Pick Up Point**

On entry into Link House from the walkway gate, Parents/Guardians are requested to stand at the sign posts marked with the year group/phase that their child(ren) are in. This is where you will collect your child(ren) from. Primary children will only be dismissed by their teacher once the teacher has identified their Parent/Guardian. This also includes primary children with siblings in secondary.

**School Bus Service**

A hard copy of the coach timetable for early finish has been provided to the children using the school bus service. It is also uploaded on the school website.

As always, we thank you for your kind understanding and cooperation.

Wishing you a Merry Christmas & A Happy New Year.

Yours faithfully



Seva School

### EARLY FINISH STAGGERED HOMETIME – 21.12.18

Key Stage/Year Group	Car Park Arrival Time	Pick Up Time (from Pick Up Point)
Reception	12:05 pm	<b>12:15 pm</b>
Years 1 to 4	12:05 pm	<b>12:15 pm</b>
Years 5 & 6	12:15 pm	<b>12:25 pm</b>
Years 7 to 10	12:20 pm	<b>12:30 pm</b>
Primary children with siblings in Secondary	12:20 pm	<b>12:30 pm</b> (collected by secondary sibling and parent/carer to collect from pick-up point)
Service	Departure time from School	Bus stop arrival times (afternoons)
School Bus Service	12:40 pm	See coach timetable on school website for early finish drop off times.  Coach children have also been issued a hard copy of the timetable.