



# St. John the Evangelist Catholic Academy

*"Lord be thy word my rule."*

Principal: Mrs H. Rigby BSc(Hons), PGCE, NPQH  
The Avenue, Kidsgrove, Stoke-on-Trent ST7 1AE  
Telephone: 01782 987200  
Email: [office@stjohnskidsgrove.org.uk](mailto:office@stjohnskidsgrove.org.uk)



---

Friday 10<sup>th</sup> December 2021

---

Dear Parents and Carers,

Just a polite reminder about the end of day procedure for the collection of children at KS2.

Our priority is always for the safety of the children.

Year 3 leave via the main hall door. Year 6 will leave from their classroom door if being collected by a parent/carer. Year 6 only may walk home or to the top gate if we have received a letter of permission from home.

Years 4 and 5 are to be collected from the playground, as it is difficult to see if the children are going to their parent/carer if parents congregate at the top. We are also trying to avoid groups of people gathering in close proximity due to Coronavirus.

We ask that parents/carers walk down the steps to collect their child from the member of staff with the class and then walk back up the pathway.

We will endeavour to have the classes ready on the playground by 3.20pm when the gate is unlocked.

If any parent/carer struggles with the steps or has a pushchair it is fine to use the path but we ask that people stay on the left hand side.

In light of the new restrictions due to the pandemic, we do ask all parents and family members to wear a face covering where possible when entering the premises, even if it is outside.

We appreciate your co-operation.

Yours sincerely,

Mr P Turner.

Vice Principal.

---