

## **Prep procedures on leaving school**

**All girls must be collected from the Prep corridor by a parent/nanny or designated adult or older sister (in the senior school).**

Please let us know if your daughter is going home with someone else e.g. for a play date. **The best way to inform us of any changes is to phone the Prep staff room on 0207 847 5554 leaving a message.** The answer machine is checked very regularly.

**Please avoid emailing or phoning Miss Rogers or other form teachers with this information.** Prep teaching staff cannot access emails when they are teaching and we cannot guarantee that messages will be passed to your daughters in time.

All changes to normal arrangements are written in the 'home book' by a member of Prep staff.

If you are running slightly late you do not need to phone us. Your daughter will be kept safely with us and sent to After School Club.

After School Club runs until 6pm. Girls must be picked up no later than 6pm. Parents will be invoiced for After School Club sessions attended. Girls will be taken to After School Club at about 4.10pm on Monday to Thursday and 4.00pm on Friday.

**All girls must sign out with one of the classroom assistants at the end of the Prep corridor at the end of the school day. This includes signing out before attending after school, extracurricular activities.**

**School ends at 3.45pm for all girls on Friday.** Lower One and Upper One school ends at 3.45 Monday to Friday. Lower and Upper Two school ends at 4pm Monday to Thursday. Please pick up your daughter promptly.

Girls who are going to After School Club or on the bus will also sign out but then wait with Mrs Stokes in the Activity room until they leave.

Girls who are waiting for their parents to arrive should wait on the blue chairs at the end of the Prep corridor. Please ensure that you and your daughter leave the Prep corridor promptly as staff need to attend after school meetings.

We are responsible for the girls' safety while they are on school premises. Girls may not meet parents in reception, where they will be unsupervised and uncertainty could be caused by late arrivals. The junction of Fore and Wood Street is particularly dangerous at the end of the day. As well as the through traffic there are cars picking up girls and driving off, many older girls crossing the road and the buses loading girls for home.

**Girls and parents should not come into Prep before 8.15am and should leave promptly at the end of the day and certainly before 4.15pm. Neither may girls meet parents outside school.**

**Girls and parents may only come into Prep before and after these times if Reception can contact Miss Rogers. Confidential meetings take place at these times and we must know if any adults or girls are in Prep for health and safety reasons.**

**From the Summer half term of Upper Two** girls are allowed to travel home unaccompanied with parental permission. However, we would like this to be something that the girls can work towards after safety lessons with us, Transport for London and the City of London Police and also to coincide with the lighter evenings in the

Summer. We ask that this information and your permission for girls to travel home in this way be given to us in letter form with a signature. Email notification is not sufficient. We will also ensure that the girls are clear about their route, know what to do if there is an unexpected cancellation or delay and that wherever possible they travel by the safest possible route e.g. using the high walk wherever possible rather than crossing roads.

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