

## The Island Project School

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*Serving the needs of children with autism and related communication disorders in Warwickshire & the West Midlands*

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16<sup>th</sup> September 2014

Dear Parents/Carers/Guides

### **Pupil Handover**

Before the Summer break, we adopted a new drop off system for pupils, unless alternative planning has been put in place with you. When dropping off, could you please knock the door for either Lower or Upper (as appropriate) and a member of staff will then collect your child and take them to their relevant Units.

The routine for the afternoon handover will remain the same.

### **Timekeeping**

Can I just also remind parents and carers that if are likely arrive late for drop off or for collecting pupils at the end of the day (if safe to do so) you should call the School Office as a matter of urgency, and let them know your estimated time of arrival so that they can pass this on to Tutors.

The core School hours are 9.30am - 3.30pm. There are agreed staggered arrival and collection times for some pupils which are put in place to accommodate arousal and tolerance levels, and it can be difficult to manage these arousal levels if parents do not collect their children promptly.

Please note that staff are not available to take pupils prior to 9.25 in the morning due to training/planning needs.

In the event of late collection, pupils will be taken to the dining room. Parents who arrive late should go to the School Office, where they will be asked to sign in (in accordance with our safe guarding procedures) and accompanied to the dining room to collect their child.

Kind regards

Yours sincerely

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