

Economy and Skills

Depute Chief Executive and Chief Financial Officer
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Our Ref: AW/HD

8 February 2016

Dear Parent/Carer

Decant of Muirkirk Primary School pupils to Greenmill Primary School

I would like to take this opportunity to thank everyone who attended the meeting at Greenmill Primary School on 3rd February. It was good to see such a large turnout.

For those who were unable to attend here is a summary of the information provided and responses to issues raised:

- Buses will be at the Day Centre and Games Hall at **8.30am**.
- Two members of school staff will accompany the Day Centre bus.
- Two members of school staff, plus an additional escort provided by the bus company, will accompany the Games Hall bus.
- The following mobile number can be used to contact staff on the buses. **PLEASE NOTE THIS IS FOR EMERGENCIES ONLY – 07919 228444**
- All other contact should be made on the usual school number which will transfer to Greenmill PS for the duration of the decant period - **01290 661350**.
- Buses will leave each of the pick up points at **8.45am**.
- Buses are due to arrive at Greenmill PS around **9.10am**. This means that Greenmill PS and ECC children are settled in the school and parents have vacated the area beforehand.
- Buses will be met by Muirkirk staff on arrival at Greenmill PS and children accompanied into the building.

- Muirkirk children have their own dedicated entrance to the building.
- Three sittings will be required for lunch. **All Muirkirk children will eat together in the first sitting at 11.40am and then have time outside until 12.25pm.**
- Because of the early lunch, children will have a short, nurture-circle break in the class mid-morning and can eat their own snacks at this point. There will be another break outside in the afternoon for 'run a mile' type activities.

- Children will be escorted to the buses and leave Greenmill Primary School at **2.55pm**. This is to ensure all children are on buses before Greenmill primary and ECC finish.
- Planned arrival back in Muirkirk is **3.15/3.20pm**.
- Children who are making their own way home will be allowed off the bus first.
- **It is essential that those picking up children are waiting at the drop off points as buses arrive back.**

Mrs Whittet now has a list of pick up and drop off details for all children. There should be no change to these arrangements without prior discussion with the Head Teacher.

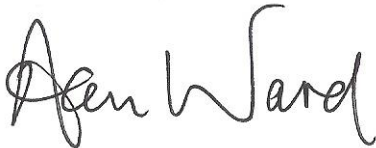
If a child becomes unwell during the day you will be contacted in the usual manner. If the child cannot be collected from Greenmill PS, he/she will be sent home in a taxi, accompanied by a member of Muirkirk school staff.

If there are indications that weather is likely to cause issues with travel during the day, buses will be arranged and children returned to Muirkirk.

Most of the parents/carers attending said that a text/telephone call was their preferred method of communication, this will continue as per current arrangements.

To ensure you can be kept fully up-to-date with any developments, it is essential that emergency contact details are kept up-to-date at all times. Please complete the tear-off slip below and return to the school by **Thursday 11 February**.

Yours sincerely



ALAN WARD

Head of Education

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To ensure we have the most up-to-date information, please return the tear-off slip below:

First emergency contact name and number:

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Second emergency contact name and number:

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Signed