

Friday 13th September 2024

Dear Parents and Carers,

Re: Dropping off and collecting children from school.

I am writing with further information about drop off and pick up from school to try and ensure these parts of the school day are as safe and efficient as possible.

In order to ensure the start of the day runs smoothly, please make a note of the following times:

| | |
|---------------|--|
| 8:30am | The gates are unlocked so families may enter the site and wait on the playground. School staff are not available for supervision at this time. |
| 8:40am | The doors to school are opened so that children can make their way to class and be ready for the start of registration. Staff are on duty and learning activities are available for children in the classrooms. As soon as doors are opened children are expected to go to their classrooms. |
| 8:50am | Gates will be locked. Children arriving after this time will be required to enter school via the main entrance and sign in with the office team. |
| 8:55am | Registers close and learning starts. Any child arriving after this time receives a 'late' mark and this will impact on their attendance as it counts as an absence. |

At the end of the day there is a lot of congestion on the playground, making it difficult for staff to ensure children are handed over to the correct adults. Please can you help improve this by collecting your children from the locations shown in the table below:

| Class | Pick up point |
|-------|---------------------------|
| RACW | Outside RACW's classroom |
| RLW | Outside RLW's classroom |
| IKB | Outside the IKB classroom |

| | |
|--------|--|
| 1CB/VS | Outside the 1CB/VS classroom |
| 2UP | Outside the 2UP classroom |
| 2LO | Outside the 2LO classroom |
| 2CC | Outside the 2CC classroom |
| 4RH | Outside 4RH classroom |
| 4LD | Outside 4LD classroom |
| 4EF | Outside 4EF classroom |
| 5CM | Outside the 5CM classroom |
| 3JA | Please wait on the upper playground without entering the coned area. Children will be brought outside by their teacher and line up behind the cones. Teachers will send your child over when they see you. Please allow space along the side for parents using the footpath to the lower playground. |
| 3HB | |
| 3RB | |
| 5LM | |
| 5MH/GF | Please wait towards the back of the lower playground. Children will be brought out by their teachers and wait in an area close to the building. Teachers will send your child over when they see you. |
| 6TH | |
| 6EH | |
| 6MA | Please allow plenty of space and avoid crowding areas where the children are stood so teachers can maintain visibility. Please allow space for parents to use the footpath. |
| HUM | The Hummingbirds Class external door. |

Gates will be locked at 3:30pm each day. Children who have not been collected by this time will be returned to the main school office to await collection. When you have collected your child, please leave the premises immediately and do not allow children to play on the premises.

Please note that school play equipment should not be used at the start and end of the school day. Please also notes that bikes and scooters must not be ridden at all on the school premises; they must be dismounted and walked.

These arrangements will be in place from Monday 16th September and we thank you in advance for your co-operation.

Yours sincerely,



Becky Ford
Headteacher