

9th February 2024

Dear Parents and Carers,

As we approach the beginning of the new term on Tuesday, 20th February, I would like to inform you about some adjustments to our drop-off and pick-up procedures to enhance the safety and efficiency of the process.

Morning Drop-off:

- Gates will open at 8:45 am.
- The double playground gates (gate 1) will provide access to the playground in front of the admin buildings at 8:45 am.
- A new safety gate (gate 2) will be installed after the second admin building, restricting access to the mobile classrooms for the safeguarding of children.
- Parents are kindly requested not to proceed beyond gate 2, ensuring the safety of all children.
- Children will independently walk to their new classrooms and be greeted by their class teacher.
- Teaching Assistants (TAs) will be present to guide children to their correct classrooms once the gates are open.

Afternoon Pick-up:

- At the end of the day, children will calmly line up in their classes and be dismissed from their designated areas.
- For Year 5 and 6 children, dismissal will be at 3:15 pm through their usual gate at the side of the school.
- Year 3 and 4 children will use this gate after the Year 5 and 6 pupils.
- Reception, Year 1 and Year 2 children will leave at 3:20 pm and be collected from the playground area outside the admin buildings.
- Teachers will bring children out to gate 2 for collection and dismiss children to their collecting adult.

We appreciate your understanding and cooperation in adhering to these procedures to ensure the safe dismissal of our pupils. If you have any questions or concerns, please feel free to contact the school office.

Thank you for your ongoing support.

Warm regards,



Miss Donna Woosey

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