



26<sup>th</sup> September 2025

Dear Parents/Carers

**Re: Drop off/collection of children**

As you are already aware, parents/children are not allowed on school site before the designated drop off/collection times, which are 8.45am and 3.15pm.

Please may we remind everyone to continue to follow the one way system for drop off and pick up, and to be respectful towards our staff.

Parents of Reception children who have NO siblings at our school, can leave our premises by walking across the front of the school to the exit gate by the zebra crossing.



**If you have other children in the school, you must collect your Reception age child first and then use the one-way system to collect other children at their exit points.** We do not allow siblings to come to the Reception garden to meet parents as it is very congested and we are trying to minimise this congestion. Please make arrangements with your own children in Years 5 & 6 who are allowed to leave the classroom as to where you will meet them or if they can walk straight home. This can be still be in school if you are concerned about them leaving the premises on their own and we would suggest that you use a meeting point nearest to the gate that you will be exiting. Gates are ALWAYS supervised by our members of staff, however we are unable to hold children at the gates who have permission to leave the classroom/walk straight home.

We have been asked as to why we still use the one-way system and strict gate opening times and this is because safeguarding is paramount and this ensures that staff are always aware of who is using that particular gate. Please bear in mind this is the only time that all gates and doors of our school are open and we must ensure the safety and security of all children and staff.

We limit the volume of people across the front of the school due to the use of the car park and drop/go system. We apologise to those parents who may have been given different messages to this and can assure you that all staff have been reminded of these strict procedures.

We trust this clarifies.

Yours sincerely

*T Skeggs*

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Executive Headteacher.

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