



To all parents and carers

Morning drop off and end of school pick up

Due to a couple of minor accidents and near misses on school premises and disruption to children's learning and teachers preparing for lessons, please can those responsible for before school drop off and after school collection be familiar with the small changes made and follow the arrangements detailed below.

Drop Off

All pupils from **nursery (Turtles) to year 6** wait on the bottom playground until the bell rings at 8.50am. Please ensure your children do not climb on or under the pirate ship or run around the playground or other areas of the school – the reason for the accidents and near misses.

If your child is old enough to wait unsupervised by you, please ensure they are aware of their responsibility to behave safely and how to do so. If they are unable to wait safely, or are being dropped off too early, please be aware that we will contact you asking that you supervise them or book them into our breakfast club. Please note that from September access to the school site, other than those attending ASOOC, is not to be before 8.40am.

All children are the responsibility of their parents or carers until school opens at 8.50am.

When the bell rings:

- **years 1 and 2** children and adults please continue to enter the school building up the steps from the playground and, to ease congestion, exit out of the main school door at reception
- **years 3 to 6** children go their classrooms independently, unless you need to speak to their class teacher
- **nursery and reception** age children and parents please wait on the bottom playground. When the bell rings, please wait until the older children have left the playground and then proceed to wait outside the Foundation Stage Unit. Please keep your children close to you and ensure they do not run around or climb the banks when queuing to drop off

Pick Up

- if your child is **nursery or reception**, please wait on the bottom playground to until 3.25pm before proceeding to wait outside the Foundation Stage Unit
- **year 1** children are collected at 3.30pm from the front door alongside the school office
- if your child is in **years 2 to 6**, please wait on the bottom playground and they will meet you there. Access to the bottom playground will be from around 3.20pm

As with before school, please ensure your children do not play on the pirate ship and the gym equipment outside the huts or in the woodland.

Thank you for helping us with the safety and smooth running of the school.

Yours faithfully

Jeremy Cooper