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Dear Parents and Carers,

Drop Off/Pick Up

I hope that this letter finds you all well. I wanted to write with a few reminders about our expectations for dropping off and collecting children so that we can ensure that all children are kept safe.

Children from Reception to Year 4 should be taken to their classrooms by an adult in the morning. We understand that sometimes this responsibility is given to an older sibling (Y5/6 only) but this can only be the case if there is enough time for that child to get to class on time themselves. Children in Y4 or below should never be dropped at either gate, they should be walked to their classroom door.

Our breakfast club and soft drop option from 8.40am mean that parents and carers should have plenty of time to drop their children and be able to get to work themselves.

Similarly children should be collected from their classroom doors at the end of the day. If parents and carers are ever running late, please just call us to let the office know and we will make sure that your child is looked after until they are picked up.

If your child is in Y5 or 6 and you would like your child to be able to leave the classroom by themselves - you need to let their class teacher know in writing (if you have not already done so).

Reception Path

Please could we politely request that reception parents and carers form a single file queue when dropping or collecting their children. The path outside the reception classrooms is also used by Year 1 and Year 2 families who need to make their way around the building to drop their children at classroom doors. We need to try to keep the path outside reception as free as possible so that people are not forced onto the muddy verges. We would be very grateful for your cooperation in this matter.

Yours sincerely,

Hannah Freeman
Head Teacher and Designated Safeguarding Lead

