



30<sup>th</sup> August 2019



Student drop off and after school collection



Dear Parents and Carers,

On returning to school this academic year it appears that we have an increasing number of children being dropped off and collected by parents. This has meant that we have needed to review our procedures for the beginning and end of day to ensure that all students are kept safe.

From Monday 2<sup>nd</sup> September the procedures will be as follows:

### **Primary and Phase one (up to and including Y9)**

In the morning children should be dropped off at the front of school. You may use the school carpark and overflow by the pavilion. Students need to be taken to the student's entrance gate which will be opened at 9.10am. It is parents' responsibility to see their child/children safely through the gate. Staff members will be around to assist and to welcome the children.

At the end of the day to collect your child/children, please buzz to be let through the pedestrian gate into the sensory garden area. Please wait outside by the sensory garden rather than coming into reception. At 3.20 staff members will check who you are here to collect and your child will then be brought out to you.

### **Phase 2 and Post-16**

In the morning the young people should be dropped off at the back gate on Lyncote Road which will be opened at 9.10am for your child to come into school. If driving, please wait in the car until the gates are open.

At the end of the day from 3.20pm there will be a staff member posted on the back gate. Please tell the member of staff which child/children you are there to collect and they will be brought out to you.

I would like to take this opportunity to apologise for any inconvenience this may cause and to thank you for your patience while we implement the new system.

Kind regards



Steph Beale  
Principal