

Drop Off and Collection Routines

Morning Drop-Off

We are making a slight change to the way in which pupils should be dropped to school.

From tomorrow, parents should walk through the school gate (using the road-side entrance) and drop pupils at the rear doors, opposite the school dining hall (see below).



Mrs Millward will welcome pupils here each morning. Pupils can then walk directly into the school building. **Please do not allow pupils to enter the playground directly** - the playground gate will be closed at this time.

As a reminder, the school gate will open at **8.45 am** and will remain open until the morning bell sounds at **8.55 am**.

Afternoon Collection

As a gentle reminder, all pupils are dismissed at **3.25 pm, Monday - Thursday** and **1.00 pm on a Friday**. We politely request that pupils are collected at these times. Often, teachers have planning, training, or other tasks to attend to at the end of the day. We have an increasing number of late collections most days.

Thank you for your continued support.

Warm Regards,

Mr A Davies

Headteacher