

12<sup>th</sup> September 2022

## Safe Drop off and Collection

Please see the information below about drop off and collection. Further detail is available in our Safe Drop-off and Collection Policy, which is available on the [policy page](#) of our school website.

### Safe drop off

The site gets very busy at drop off and collection times. We request that parents read the information contained in this letter carefully to ensure the safety of our pupils and families. Please keep your child close to you when walking to and from school and whilst on the school premises. If you notice a child on their own, without a parent, please guide them back to school and speak to a member of staff immediately.

There are two sets of green gates at the entrance to the school site. The school gates are open 8:45am-8:55am for dropping off.

Parents are responsible for ensuring that children are safely dropped off at school. Please ensure you do not leave the site until you have seen your child going through both green gates and into their classroom (if Busy Bees, Owls or Woodpeckers) or around the corner (if Reception, Dragonflies, Ladybirds or Kestrels). There is always a member of staff on the corner to ensure children enter their classrooms safely.

Parents should drop their child/ren off at the green gates. Parents should only go through the green gates in the morning when it is their child's Parent Library morning. At least one member of staff will stand on each gate. The staff on the gates can take and pass on messages to class teachers, or messages can be left with the staff in the main office. There are also staff available to support taking children to class, for example where there may be some anxiety. If any parents have any concerns about dropping their child off at school, please speak to your child's class teacher.

Although we encourage children to walk, cycle or scoot to school, we do not currently have facilities for storing children's scooters or bikes on the school premises, so we ask that they are taken home with parents. Scooters and bikes should be **pushed** once on school site. Please do not allow children to ride on scooters, bikes or similar on the school site as there are a lot of people and toddlers around. Your child or others around them may get hurt.

### Safe Collection

School finishes the following times:

Reception – 3:00pm

Year 1 – 3:10pm

Year 2 - 3:15pm

Please be patient with teachers at the start of term. It may take a little longer than usual at collection to dismiss the children as they get to know parents.

The children are dismissed through the classroom exit doors by the class teacher into the hands of the authorised person. If, as a parent or carer of a child you make arrangements for your child to be collected by another person, it is important you inform the main office staff of these arrangements and ensure they are named in your child's records. If we do not receive consent directly from you then we will not hand over your child/children. If a Nursery or childminder collects, please ensure that we know what days they will be collecting.


Once a child has been handed over to a responsible person, they are no longer the responsibility of the school. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely. Parents are asked to ensure that their child stays close by to them. There have been incidents in the past where children have been safely handed over to parents or carers, for the child to then become separated from the adults, causing great alarm to everyone.

The site gets very busy at collection times. Please keep your child close to you when walking to and from school and whilst on the school premises. If you notice a child on their own, without a parent, please guide them back to school and speak to a member of staff immediately.

It is important that we all adhere to the guidance in this letter and in the safe drop off and collection policy in order to keep all pupils safe at these busy times.

If you have any questions, please email the front office [office@violetway.org](mailto:office@violetway.org)

Kind regards,



Mrs Kee

Headteacher