

# Information for Parents

## Morning Drop Off & Afternoon Collection



### Morning Drop Off

The iron railing gates for the Infant and Junior entrances, which separate the school premises from the pavement, will be open each morning so that families can wait safely away from the pavement/road areas outside the school.

The school gates, which separate the school grounds from the playgrounds, will be open for the children to enter through between:

8.35am – 8.45am at the Hackbridge Corner site (the start of the school day is 8.45am on this site)  
and

8.50am – 9.00am at the London Road site (where the start of the school day is 9.00am).

**All children remain the responsibility of their parents/carers until the school gates are open.**

Ideally, children should be supervised by an adult at all times whilst waiting calmly for the gates to open.

Children must not ride on bicycles or scooters during this time or run around the parked vehicles.

Please encourage your child to walk through the school gates and not to run to class.

When children are waiting on the school premises for the school gates to open, parents/carers must understand that it is their responsibility for their child's safety and welfare and not the school's. The front of the school is not patrolled by a member of staff and it is not the school's responsibility to supervise children who are unaccompanied by an adult. During this unsupervised period of time, children must be told that they need to behave in a safe way so as to avoid accidents and that all mobile telephones must be switched off and put away as soon as they enter the school grounds.

When the school gates are opened for the children to come through, a member of staff will be present on each gate. Please share any messages for the teacher with them, if you have not already written them in your child's Home-School Contact Book. The member of staff will ensure that these messages are delivered to the appropriate members of staff.

We must remind parents/carers that your children are your responsibility until a member of staff opens the school gates and that the school is not liable for any incident that may occur before the children have come into the playground through the school gates.

### Afternoon Collection

School finishes at:

	<b>Hackbridge Corner site</b>	<b>London Road site</b>
Reception, Year 1 and Year 2	3.10pm	3.25pm
Years 3 to 6	3.15pm	3.30pm

Just before the end of the school day, the school gates will open at 3:00pm at the Hackbridge Corner site and 3:10pm at the London Road site. During this time, please ensure that school equipment is not used by any other children that are waiting with you.

Parents/carers should wait on the perimeter of their child's dismissal space and allow the class teacher to dismiss all of the children in the class before any adult crosses into these areas to speak to a teacher.

The after-school collection time is an ideal time to share brief news and information with the class teacher once they have safely dismissed their class, but if you require a longer conversation then please make an appointment via the School Office or by placing a note in your child's Home-School Contact Book.

Class teachers will also use the collection time to discuss any minor issues from the school day with parents/carers.

Class teachers will not allow any children to leave with an unknown person, or a person who is collecting out of the usual pattern previously advised. If there is to be any change as to who will be collecting your child from school on any day then you, their parent, who has legal parental responsibility for your child, must advise the school of this change either via a note in the child's Home-School Contact Book or by speaking to the School Office.

At the parents'/carers' discretion, and with written permission, children are permitted to walk home alone. We would recommend this for Year 6 pupils only in preparation for their eventual transition to secondary school, but this is parental choice. Parents/carers need to be confident of their child's ability to travel independently and stay safe.

Whilst we encourage all forms of exercise, we ask that parents, pupils and siblings of pupils at the school do not use bicycles or scooters inside the school playground. We also ask that all pupils and their families show consideration for each other on the pavement outside the school, particularly at pick-up time as these can become quite congested.

Please note that dogs are not permitted within the school grounds at any time, including dogs which are carried. The only exception to this rule is for guide dogs.

The school is in a residential area and we therefore ask that all pupils and their families show respect and consideration for local residents. Please do not park on or over driveways or block access to roads. We would also draw your attention to the parking restrictions in the roads surrounding the school which are enforced by Civil Enforcement Officers. Thank you for your assistance with this.

There is no parking on the school grounds. The car park is for the use of staff only.

#### Late Collection

Please inform the School Office by telephone if you are unexpectedly delayed in arriving to collect your child from school. Any child being collected late from school will wait in the 'late room' with a member of staff. All parents/carers must sign their child out on the school inVentry system when collecting late, stating the reason for this. If you are often late collecting your child, then you will be contacted by the Senior Leadership Team.

If you are late to collect and we have not heard from you and we are unable to contact you or any other named contact for your child, then the police or Children's Services will be contacted.

#### **Arrival or Collection at any other time during the school day**

If, due to an appointment, your child is due to arrive later to school or you are requesting to collect them earlier on any given day, the school expect to be informed on or before the day either via a note in your child's Home-School Contact Book or via the School Office.