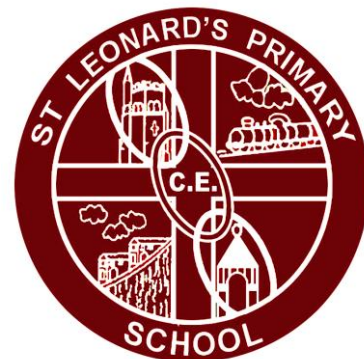


St. Leonard's C.E. Primary School

Enjoy Success



18.9.2023

Dear Parents, Carers and Friends of St Leonard's,

I wish to clarify the arrangements for drop off and pickup which have changed slightly since last term. The intention is to give KS2 a smoother more welcoming transition to the classroom in the morning. To clarify:

The automatic gates will no longer open by themselves.

At 7.30am, the pedestrian gates will be pinned open for early arrivals to Poppets and Wraparound.

At 8.30am, the KS2 playground gate will be opened. The gates will be supervised by Mr Day and myself. All children in Foundation Stage, KS1 and KS2 will go to the playgrounds. They will then go directly into class at 8.45am. Children should no longer congregate in the KS2 car park. **Children will need to be supervised by their accompanying adults in the playgrounds until school starts at 8.45am.** If you have children on both KS1 and KS2, then the youngest should be dropped off first.

Please ensure children arrive by 8.45am – this is when learning begins.

At 8.50am, the pedestrian gates will be closed, and any further arrivals will have to come to school via the main office.

At 3.10pm, the pedestrian gates will be reopened. Pick up will be from the playground including KS2 and not the KS2 car park. People collecting from class 3SCR and class 4ME will need to walk through the playground and along the path to the classroom door. The only other exception will be class 3/4TH. These children will be collected from the back of KS2 past the hall. Entry to this area will be via the side gate between Poppets and KS2.

All children will be dismissed from their classrooms at 3.15pm. Please try to be on time. If your child is not collected by 3.30pm, they will be found in the wraparound provision, and you may be charged for their supervision.

Kind Regards

A handwritten signature in black ink that reads 'Luke Bridges'.

Mr Bridges

Headteacher, St Leonard's Primary School