



**PRAE WOOD PRIMARY SCHOOL**  
*Everyone Valued, Everyone Learning*

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Dear Parents and Carers,

**Re: Morning drop off and afternoon collection, Key Stage 1**

Now that the children have settled back into school and are familiar with the routines of the school day we are writing to you to remind you of the morning dropping off and afternoon collection procedures that we have at Prae Wood.

We appreciate that these are extremely busy periods of the day and that at these times the site can feel somewhat constrained; we do now have 408 children coming into school every morning and leaving every afternoon, with their parents and often younger siblings in tow. Therefore, we do need to have quite clear procedures in place to ensure the safety of everyone, but most importantly the children, as they come into class in the morning and leave at the end of the day. So please do take the time to read the information below and follow the suggestions from now on, so that every child feels comfortable lining up on the playground in the morning and staff feel confident that they have handed over every child in their class to the correct adult at the end of the day.

For our younger children in Key Stage 1 it can be very daunting when several unfamiliar and much taller people stand alongside them in the line or when adults walk past them on the steps when they are trying to follow their line in. For staff at the end of the day it can be very difficult to see parents waiting to collect their child when there are lots of extra adults trying to walk past the doorway.

**Procedures in Key Stage 1**

Please do not use the top playground before 8.40 as our Breakfast Club children use this playground for their morning activities.

At 8.40 children in **Year 1** can wait on the top playground in the area near the slope. When the bell goes at 8.50am children should say goodbye to their adult, join their class line and wait for their teacher to lead the line down the slope and around to Beech and Pine classroom doors. Parents are asked to stand well back from the lines (on the astroturf area) and not to follow round until both Year 1 classes have left the slope, and the Year 2 classes have walked down the steps.

At 8.40 children in **Year 2** can wait on the top playground in the area outside Redwood. When the bell goes at 8.50am children should say goodbye to their adult, join their class line and wait for their teacher to lead the line down the steps and into Elm and Chestnut classrooms.

Please could parents stand well back and not attempt to walk down the steps until the end of the second line of children have left the steps (as we have had some minor accidents in the wet weather with children tripping over).

Should you need to rush off once your child has joined the line please use the exit via Corinium Gate or use the pathway up to the gate at the top of the field. If you need to come round to the front of the school or the Waitrose entrance, please walk around the Redwood building (activity studio) and use the blue path to take you onto the KS2 playground to exit in this direction.

Please do not walk alongside lines of children, congregate at the top of the steps, or attempt to walk down the steps alongside the children. If you are bringing younger children in pushchairs please park these considerately and do not push them alongside the class lines. Both the class teacher and teaching assistant for each class will come onto the playground each morning so messages can be quickly passed to either member of staff and any children who are still worried or upset at the start of the day can be handed over to school staff on the playground.

At the end of the day please wait outside your child's classroom door at 3.15pm and then exit the school via the nearest gate or pathway. This will of course depend upon whether you need to collect children from other areas of the school or not. If you are collecting from Year 1 and then need to collect from Key Stage 2 please walk around Redwood and use the blue path to access the junior playground, please try not to walk through the Year 2 area where teachers are trying to send children home with the correct adult.

Please **do not** allow any of your children on the apparatus before or after school and please **do not** use any of the playtime equipment eg. balls, bats etc. If children do find any that have been left out please do encourage them to put them away in the equipment box on the top playground.

Apologies for the very long letter but we really do think the uncertainty some children are feeling at the beginning and end of the day can be solved if everyone makes a concerted effort to follow our requests and the flow of people moving around the school at both ends of the day should ease enormously.

We have explained the relevant parts of this letter to each year group so that they know what we are expecting of parents from Monday morning and we ask that you also remind your children what they need to do, especially at the beginning of the day.

Kind regards,

Jenny Sheppard  
Headteacher