



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

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Dear Reception Parents and Carers

**Re: Morning drop off and afternoon collection**

Now that the children have settled into school and are familiar with the routines of the school day we are writing to you to outline the morning dropping off and afternoon collection procedures that we have in place 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, however 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 procedures 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.

**Procedures in Key Stage 1 playground**

Please do not use the top playground before 8:40 as our Breakfast Club children use this playground for their morning activities.

Reception children should wait with their adult on the bottom playground close to their classroom door. The staff in Reception will come out just before the bell at 8:50 so that they can take any messages from you and when the bell goes at 8:50 the doors to Oak and Sycamore classes will open for the children to enter. All children in Reception should now be encouraged to say goodbye at the door and the practitioners in the classroom will help with coats, bags and lunchboxes.

When you leave the site after dropping off in the morning, please leave via Corinium Gate or the gate at the back of the field if possible. If you need to walk round to the front of the school of the Waitrose gate, please walk around the back of Redwood (activity studio) to pick up the blue path along in that direction, to avoid getting in the way of the Year 1 and Year 2 children walking into their classrooms. 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 class lines.

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 of 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 Reception and then need to collect from

Key Stage 2 please use the blue path behind Redwood 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 that some children feel at the beginning and end of the day can be solved if everyone makes a concerted effort to follow our procedures, and the flow of people moving around the school at both ends of the day should ease enormously.

The relevant parts of this letter have been explained to each year group so they know what we are expecting of parents from tomorrow 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