



Southglade Primary and Nursery School
 Beckhampton Road
 Bestwood
 Nottingham
 NG5 5NE
 Telephone: 0115 9155763
 E-mail: admin@southglade.nottingham.sch.uk
 Headteacher: Mrs A Thomas (B.Ed. Hons)

RE: Drop off and Pick up Points in September 2025

Dear Parents and Carers,

Please see below the information regarding drop-off and pick-up arrangements for your child’s new class starting in September.

School Start and Finish Times:

8:45am – 3:15pm

Start of the Day:

Our school gates on **Beckhampton Road** and the **Playground** will open at **8:35am**. Children should arrive during this window to ensure they are in their classroom and ready to begin learning by **8:45am**.

If your child arrives after this time, please use the Beckhampton Road gate and report to the **main reception** to register your child.

End of the Day:

All children will finish school at **3:15pm** and will be dismissed from their designated pick-up points.





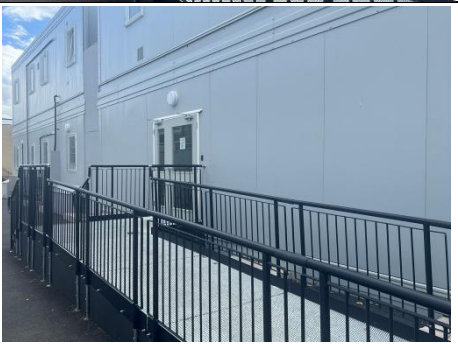
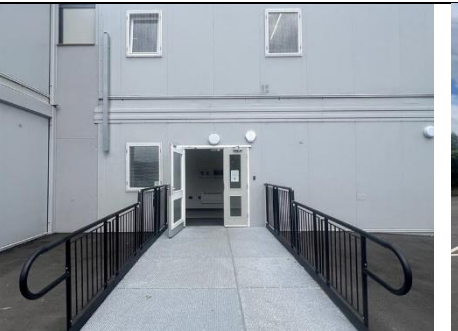


Start and End of the day collection zones:

Parents are not permitted inside classrooms at drop-off or pick-up times. Please walk your child to their designated entrance. Teachers are available at the end of the day for brief conversations, and morning messages can be given to staff at the gates or doors to be passed on.

<p>Nursery</p>		<p>Full Time Nursery Pupils Please drop off and collect from the Nursery door situated inside the Nursery playground.</p> <p>Morning Nursery Pupils Please drop off at the Nursery door but collect from the main reception at 11:30am.</p> <p>Afternoon Nursery Pupils Please drop off at main at reception at 12:30pm and collect from the Nursery door.</p>
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Southglade Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



<p>Polar Bears And Penguins</p>			<p>Drop off and collect from the Reception classroom door.</p>
<p>1E</p>			<p>Drop off at the bottom of the ramp leading to the year 1 door.</p> <p>Collect from the designated area on fake grass.</p>
<p>1H</p>		<p>Drop off at the bottom of the ramp leading to the year 1 door.</p> <p>Children in 1H will wait in the stairwell and be dismissed through the Year 1 door. We kindly ask parents to wait at the bottom of the ramp, where your child will walk down to meet you.</p>	
<p>2H</p>			<p>Drop off at the bottom of the ramp leading to the year 2 door.</p> <p>Collect from the rectangular boxes on the playground adjacent to the Nursery playground.</p>
<p>2W</p>		<p>Drop off at the bottom of the ramp leading to the year 2 door.</p> <p>Children in 2W will wait in the stairwell and be dismissed through the Year 2 door. We kindly ask parents to wait at the bottom of the ramp, where your child will walk down to meet you.</p>	

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<p>Year 3 3ES and 3LS</p>		<p>Drop off and collect on the lower playground by the year 3 and 4 doors.</p>
<p>4H</p>		<p>Drop off on the lower playground by the year 3 and 4 doors.</p> <p>Collect from the rectangular box on the playground nearest to Loretta's Garden</p>
<p>4M</p>		<p>Drop off on the lower playground by the year 3 and 4 doors.</p> <p>Collect from the rectangular box on the playground nearest to the path to the MUGA.</p>
<p>Year 5 5S and 5F</p>		<p>Drop off and collect from your child's classroom door.</p>

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Year 6

6F and
6M



Drop off and collect outside the year 6 doors.

We understand that the end of the school day can feel especially busy during the first few days of term, particularly with the current limited space on site. We kindly ask for your patience, understanding, and cooperation during this time.

Our staff have a duty of care to ensure every child is safely handed over to their adult. Please support this by showing respect to staff members and following our collection procedures. For everyone's safety, we ask that you **do not call your child over, shout to staff, or block pathways**. These behaviours can cause confusion and pose a safety risk. Repeated failure to follow these expectations may result in restrictions to site access.

If you would like to speak to your child's class teacher, we ask that you please wait until all children have been safely dismissed.

We appreciate that many families are collecting children from multiple classes—this is absolutely fine. Children will remain in their designated collection zones with their class teacher until they are collected.

For children in Years 5 and 6 who have written permission to leave school independently, they will be dismissed by their class teacher at the end of the day.

Thank you for your ongoing support in helping us keep dismissal safe and calm for all.

Should you have any questions or concerns, please feel free to contact me, your child's class teacher, or the school office who will be happy to help.

Best Wishes

A. Thomas

Mrs Alison Thomas
(Head Teacher)

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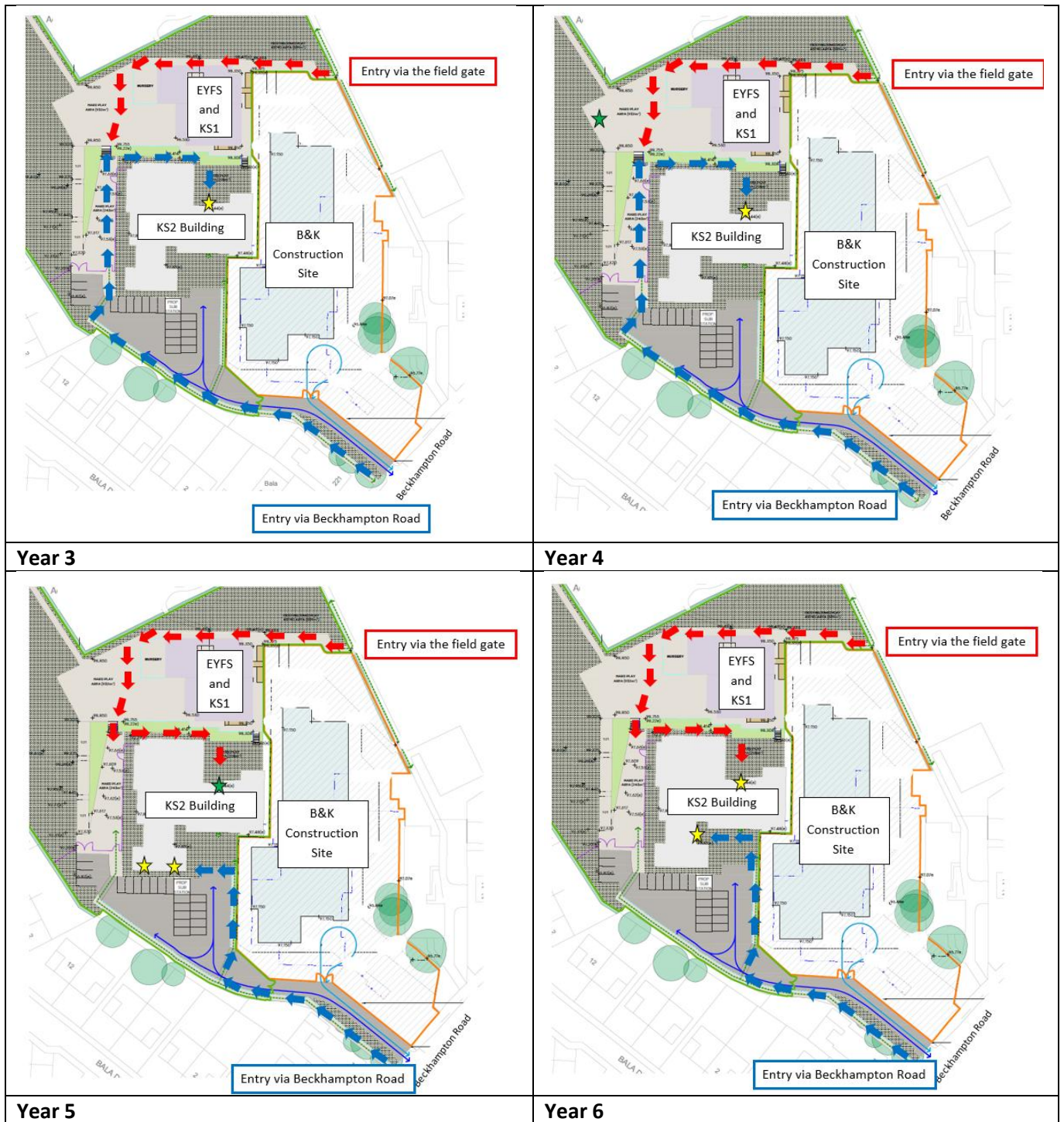
SCHOOL MEMBER





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