



Southglade Primary and Nursery School  
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Headteacher: Mrs A Thomas (B.Ed. Hons)

## RE: Drop off and Pick up Points

Dear Parents / carers,

As your children move up to their new year group in September and for some pupils a different area of school this letter explains the drop off and pick up procedures for the start of the new academic year.

### School Day Timings

Our school start and finish times are: **8:45am - 3:15pm.**

### **Start of the Day**

Our school gates on Beckhampton Road and the Playground will **open at 8:35am. All children need to be in their classroom ready for learning at 8:45am.** Anyone who arrives after this time will need to enter school via the Beckhampton Road gate and go to the main reception to register.

### **EYFS and KS 1 (Nursery, Polar Bears, Penguins, year 1 and year 2)**

Please use the gates on Beckhampton Road.

Our school gates will open at 8:35am along with the classroom doors. Parents are permitted to walk their child to their classroom door but are not permitted to enter the classroom.

### **KS 2 (Years 3, 4, 5 and 6)**

Please use the bottom gate on the field.

Our school gate will open at 8:35am and children will be permitted to enter and walk to their classroom by themselves. Parents are not permitted to walk into school with their child. Staff on the gate are happy to take any messages and share these with class teachers. Class teachers will also be available at the end of the school day for any messages to be given.

### **End of the Day**

All children will leave school at **3:15pm.**





Children in Nursery, Polar Bears, Penguins, Year 1, Year 2 and Year 3 will be collected from their classroom doors. Children in Year 4, Year 5 and Year 6 will be collected from a designated zone on the playground.

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.



2022-2025


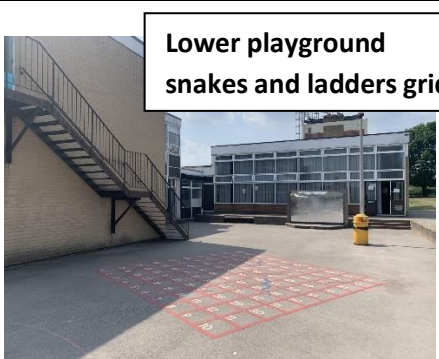




## End of the day collection zones

Nursery		
Polar Bears		Penguins
1B		1H
2C		2H
3M		3S

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4H	 <p>Lower playground canopy</p>	4E	 <p>Lower playground snakes and ladders grid</p>
5CS	 <p>Top half of the MUGA</p>	5S	 <p>Lower half of the MUGA</p>
6F	 <p>Top half of main playground</p>	6S	 <p>Lower half of main playground</p>

In the first few days of term it always seems very busy at the end of the school day. Please show consideration and respect to our school staff who will have a duty of care to ensure that all children are handed over safely to their grown up. Shouting at a staff member to release your child first or calling your child over without telling the class teacher cannot be tolerated.

We appreciate that many of you will have children to collect from different classes. This is absolutely fine. Younger children and children in year 3 will remain in their classroom until their grown up arrives. Children in years 4, 5 and 6 will remain on the playground (in their designated collection zone) with their class teacher. Children in years 5 and 6 who we have written permission to leave school by themselves will be dismissed by their class teacher once on the playground. An additional letter has been sent to parents and carers of children in years 5 and 6 next year about this.

Please be aware that as the building works progress there will be significant changes to our school site and this will impact access to school and drop off and pick up points for the children.

As always if you have any queries or concerns then please do not hesitate to email me, your child's class teacher or contact the school office.

Best Wishes

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2022-2025

*A. Thomas*

Mrs Alison Thomas  
(Head Teacher)

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2022-2025



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