

NATEBY PRIMARY SCHOOL

MORNING DROP OFF

In a bid to reduce hazards and congestion before school we run a 'Drop-off Zone'. Mrs Houghton will be at the school side gate from 8.40am to meet your child. You only need to pull up in your car; Mrs Houghton will open the door and ensure your child or children move safely in to the playground where a member of staff will be on duty. The children then line up at 8.55 am to go into school.

You do not have to drop off your child and go if you do not wish. We know the smaller children particularly like to wait with their parents we just ask however, if you could please follow the one-way route as below and park safely and responsibly keeping in mind our neighbours.



COLLECTING YOUR CHILD AFTER SCHOOL

- ✓ Please keep to the one-way route to try and ease congestion.
- ✓ All pupils should be collected in the back playground.
- ✓ The gate will be unlocked at 3.25pm by the first staff member outside. The member of staff will remain at the gate to ensure all children leave with a parent/designated person.
- ✓ Class Teachers or Teaching Assistants in Class 1 and Class 2 will lead the children outside at 3.30pm and ensure their parents or the designated person is there to collect their child.
- ✓ Class 3 and 4 children will be dismissed from class at 3.30pm and will be expected to make their way out to the playground independently.

- ✓ Please do not allow your child to play on bikes or other school equipment after school.
- ✓ Children going home by taxi will continue their routine as usual and should meet their taxi at the front of school.
- ✓ After children have been collected they are the responsibility of the parent or carer.
- ✓ Any child whose parents or carer has not arrived by 3.30pm will be taken back in to school and will wait with a staff member who will inform the school office.
- ✓ Parents are kindly requested to let school know if they are running late.
- ✓ Pupils who cannot be collected by 3.45pm may be included in an after-school club and parents will be charged.
- ✓ After school club collection of pupils are to be collected from the hall entrance. Pupils must be collected by 5.00pm or 5.30pm school may charge parents at £10/10minutes.

