

Woodland Primary School

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Headteacher: Mrs M Dodson



Wednesday 13th September 2023

Letter re: safety during drop off and pick ups

Dear parent/carer,

Parents who have children in both the EYFS and the Year 1 or 2 classes are welcome to drop their EYFS child off first and cut through the EYFS and Year 1 and 2 gardens with their Year 1 or 2 child, rather than having to walk around the full perimeter fence to drop them off at the gate. Year 1 and 2 children must then go in via the usual door independently, and parents must leave via the Year 1 and 2 gate.

Likewise, at home time, parents who have children in both the EYFS and the Year 1 or 2 classes are welcome to collect their EYFS child first and cut through the EYFS and Year 1 and 2 gardens, rather than having to walk around the full perimeter fence to collect. Parents of Year 1 children will then collect their child from the Year 1 classroom door with the rest of the Year 1 parents and exit via the Year 1/2 gate. Parents of children in Year 2 must exit via the Year 1/2 gate and collect their child from the drive side of the gate in the usual way. For safety reasons, please do not attempt to collect Year 2 children from the line walking down to the gate with the teacher.

Adults collecting children in Years 3, 4, 5 and 6 must collect from outside the allocated gate, for safety reasons and to maintain good order. Please do not attempt to collect children from the line walking down to the gate with the teacher.

Also, for safety reasons, children in EYFS and Years 1, 2 and 3 must be brought to school and collected by a responsible person who is 16 years or above.

Children in Years 4, 5 and 6 may walk home alone once classroom staff or office staff have received permission from parents.

Thank you for your understanding and support with this in helping to maintain a safe and smooth start and finish to the school day.

Yours faithfully,

Mrs Dodson
Headteacher

