

Wednesday 30th September 2026

Important Update: Morning Arrival and Soft Drop-Off System

Dear Parents and Carers,

We are writing to remind you of our morning arrival routines to ensure a smooth, calm, and secure start to the school day for all children.

The main playground gates will open at 8:30am each morning, and our soft drop-off window will open shortly after.

Morning Arrival Timeline

- 8:30am— Playground Gates Open. **Children remain the responsibility of parents and carers until the school doors open at 8:35am**
- 8:35am to 8:50am — Soft Drop-Off Window: The school doors will open, and children can walk directly into their classrooms during this 15-minute window. This staggered entry helps reduce congestion and allows children to settle into their morning routines at their own pace
- 8:50am — School Day Begins: The gates and school doors will close promptly at 8:50am. Registration begins immediately at this time

Playground Rules Before School

To ensure the safety of all children and families navigating a busy playground in the morning, football and ball games are strictly prohibited before school. Please ensure your child goes directly into class once the doors open at 8:35am.

Any child arriving after 8:50am must enter through the main school office and will be marked as late.

Our school car park is for staff, visitors and blue badge holders only unless an arrangement has been agreed with a member of the school leadership team.

Thank you for your continued support in helping us maintain a safe, calm, and punctual start to the school day.

Yours faithfully

Miss G Ackroyd
Head teacher