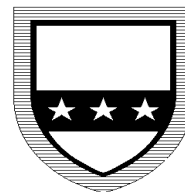


# Poulton Lancelyn Primary School



Dear Parents/Carers,

7<sup>th</sup> July 2018

## Pick Up/Drop Off

As you will be aware, we have sent several letters and reminders through the year with regards to safe parking outside school. Mrs Higgins-Carter and our Road Safety Team have worked extremely hard with PC Phil to promote this very important issue.

To offer further assistance with safe drop-off and pick-up arrangements at the start and end of the school day, we have taken the decision to alter our current arrangements. The new arrangements for September 2018 are as follows: -

## Morning Arrangements

8:30am Gates will open. Junior children to assemble on the KS2 Playground. Infant children to Assemble on the KS1 Playground. Children **must** be supervised by parents until school staff are on duty at 8:40am

8:40am School staff on duty to supervise each playground. Foundation 2 children will be welcomed straight into their classroom via the F2 outdoor area gate.  
**We will politely encourage parents to leave the site in order to alleviate parking congestion.** A staff member will be present on each gate into the playground to receive any messages that you might have.

In order to ensure safety on our playgrounds during these busy times we remind the children to be calm and show courtesy to others. Therefore, no ball games are permitted at this time. Scooters and bikes should not be ridden on either playground, once inside the school gates.

8:55am Whistle will be blown and children will line up with class teachers and taken into school.

9:00am Registration and lessons begin. Gates will be locked.

**Any child arriving after 9:00am must be signed in by an adult in the school office.**

## End of day Arrangements

F2 children will be supervised by teachers and handed over to parents via the F2 outdoor area gate. Year 1 and Year 2 children will be supervised by teachers and handed over to parents via the Year 1 door that leads onto the KS1 playground.

Arrangements for Junior children remain unchanged.

The safety of our community is of paramount importance. Many thanks in advance for assisting us with these new arrangements in September.

Yours sincerely,

**Mrs C Arnold**  
Headteacher