

Dear Parents

**DROP OFF AND PICK UP PROCEDURES**

I am writing to clarify our drop off and pick up procedures, to ensure a smooth transition from home to school and school to home. We really appreciate your support with this as our priority is to keep our children safe.

**Drop off** - Please arrive on the playground no earlier than 8.40am. Your child needs to stay with you on the playground in the mornings, until they are released to the adult on their door or line up (Y1/2). If there are incidents on the playground between unsupervised children, it can affect their start to the day in lessons, so we appreciate your support with this. Mrs Price and/or I are also on a playground or one of the doors at the beginning of the day to support with children coming into school. If you need to get any urgent messages to staff and have not passed them on, please see one of us or make contact via the admin office. We will ensure that all messages are passed on promptly.

**End of day** - Children will stay inside at the end of the day, lined up with their belongings. Please go to the adult on the door and give the name of your child and they will then release them to you. If the adult needs to hand over information such as a head bump, they may ask you to wait whilst they release the other children safely. The adults on the door are unable to have conversations whilst releasing children, so if you have any queries or questions (or your child has left an item of clothing or something else in school), please allow them to hand over the class **first**, before having discussions. We understand that your child might see you and be keen to leave school to get to you, but please wait until the adult hands them over to you. Siblings must be **16 or over** to collect from school. If an alternative adult is collecting your child, we must have a phone call to notify our staff.

**Buddies** - If your child does attend breakfast club, please bring them to the door to hand over to an adult, so that we know that they are safe. They should not be dropped off at the gate. We **MUST** be made aware that they are on the premises.

**Y6** - We grant Year 6 responsibility (with your consent) to walk to and from school with their friends. If we are made aware of incidents that occur between home and school involving your child, we will ask for an adult to collect them. Children should not be arriving on the playground before 8.40am and **must not** bring balls to play with prior to the school day, as it puts our other members of the community at risk as it is a busy time on the playground.

Our school day times are:

**Nursery** - 8.45-11.45am and children who stay for the afternoon finish at 3.15pm

**Reception, Year 1 and Year 2** - 8.50am- 3.15pm

**Years 3-6** - 8.50am-3.20pm

This is to ensure that you can collect children from different key stages safely. Please collect your child **on time**, as our staff have meetings to attend and clubs to lead. If you have any concerns that you have not been able to raise with a member of staff at the end of the day and require a phone call, please do contact the admin team via [admin@moorside-pri.n-yorks.sch.uk](mailto:admin@moorside-pri.n-yorks.sch.uk) or 01765 604208 and we will call you back as soon as possible.



*Nurturing Children to Succeed and Achieve*

I hope that this provides clarity around our policies in school, which are in place for all staff to follow. I must reiterate that we need to work together to carry out our procedures effectively.

Best wishes,

A handwritten signature in black ink, appearing to read 'Mrs Rowett', is written over a light grey circular background.

Mrs Rowett  
Headteacher

