



# LIONEL WALDEN PRIMARY SCHOOL

*"Putting children first. Progress through partnership"*

Headteacher - Mr Steve Abey

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3<sup>rd</sup> March 2023

## Re: Changes to pick up and drop of procedures

Dear Parents / Carers,

We are excited to announce that our new entrance is finally finished! The paint is dry, the carpet is down and the doors now open (automatically!). This now means that from next week, **Monday 6<sup>th</sup> March**, there will be some changes to entering and leaving the school premises at the start, during and the end of the school day.

During COVID and lockdown, the school began to operate a one-way system to minimise close contact between people. This utilised the use of the vehicular access and was a temporary measure to comply with measures to control spread. Pre-COVID, the school only used the pedestrian access gate to gain access to the school and the gate to the carpark access was closed. No one-way system was in operation. The school will now revert back to the pre-COVID procedures.

The procedures for access to the school will now be as follows:

### Morning Drop-off

ALL children/parents/carers will enter via the pedestrian entrance. This includes Pre-School. The electronic entrance gate will open at 8:35am. We advise children not to arrive earlier than this as the gate will not open earlier than 8:35am. Once opened:

- Year 6 will enter the school via the main front doors.
- Year 5 and 4 will continue to enter via their class entrance/exits.
- Years 3,2&1 will enter via the conservatory entrance at the rear of the school.
- Reception will enter via the Annexe front door as usual.
- Pre-School will enter via the small gate as usual.

Parents/carers must exit the school via the same pedestrian exit. No one-way system will be operated.

### Lunch time pick up/drop off for Pre-School only

Lunch time pick-up for parents of Pre-School children is 11:55am. Parents enter via the main pedestrian entrance. Parents should wait outside the main foyer. Children to be picked up will be walked over to the main entrance by Pre-School staff, ready for pick up at 11:55am from the main entrance.

Lunch time drop-off for parents of Pre-School children is 12pm. Parents enter via the main pedestrian entrance. Parents should wait outside the main foyer. Children will be greeted by Pre-School staff and walked over to the Annexe.





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## **Afternoon Pick-Up**

Entry will, again, be via the pedestrian entrance for all parents (both School and Pre-School). The electronic gate will open at 3pm when parents / carers can make their way to pick up points (outside main foyer for year 6, year 4 & 5 exits, or the playground for all other classes and Pre-School). Exiting the premises will be via the pedestrian path.

## **Accessing the Office during school opening hours**

The main electronic gate is fitted with a camera and buzzer. Please use this to contact the school office should you need to visit during school opening hours. To exit, press the green push button located on the wall next to the gate. This will release the maglock and allow you to exit.

## **Accessing Lion's Den**

During the morning and afternoon sessions, the main electronic gate will often be open. Please access the Lion's Den in the usual way. If the gate is closed, then press the Lion's Den buzzer to alert staff.

## **Cycles and Scooters**

We are pleased say that children can now bring cycles or scooters to school. Please ensure that children have locks and helmets if cycling. For safety reasons, children will not be permitted to cycle or scooter on the premises. This is very important since the pedestrian access path can get busy during pick up and drop off time and we will reserve the right to withdraw this facility for individuals should continued infringements occur. Please also note that cycles and scooters remain the responsibility of the individual and the school will not be held responsible for any damage to them. We will, of course, encourage responsible use and etiquette from users.

## **Parking**

I know that sometimes it is quite busy along the high street and parking near to the school is difficult but please can I ask that if you drive to school that you are considerate of our neighbours when parking, especially near driveways and junctions.

Thank you for your understanding and we look forward to welcoming you to school via the front entrance rather than the back!

Kind regards,

Steve Abey

Headteacher