



**Bagshot School,
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4th September 2023

Dear Parents and Carers,

I hope you are well and have had a restful summer break with your family.

I am writing to update you regarding drop off and pick up arrangements for the children, as many of you are either new to our school or will be venturing to new corners!

School hours are **08.40-3.10pm** for all children.

Drop off 08.40am

As previously, children, in all year groups will enter school independently, saying goodbye to their parent or carer at the school gate or main front door. We find this ensures a much calmer and purposeful start to the day for the children. Staff will be on hand to direct and greet children at all entry points.

Reception children will enter the school via the main front door. Please form 2 queues outside main car park, ensuring your child does not run around or ride their bike or scooter, and waits with you until it is time to enter the school.

Year 1 and 2 children will enter via the bottom gates.

Year 2 will enter via the large double gates, Year 1 via the smaller single gate. If you arrive a few minutes early, please form a queue, either side of these gates. (Year one down the hill, Year 2 parallel to the school building)

Gates will be locked at 08.50. If you arrive after this time, you will need to bring your child to the main front door. Please note, registers close at 08.50 and as such, if your child arrives after this time they will be marked as late.

Pick up 3.10pm

Year One and Two

Parents and carers of Year One and Two children will enter the main school building, via the bottom double gates and ramp, at approximately 3.05pm and queue outside their child's classroom, where their child will be released to them. Please wait outside the classroom, forming an orderly queue until the teacher opens the door. Younger siblings must remain with parents or carers at all times. The teacher will call children to leave with their parent or carer, please do not call for your child or wave for them to come out of the classroom. Parents, carers and children should then leave the building, walking through the hall, exiting via the playground door, walking through the playground and around the building. **This one-way system ensures a much calmer and orderly exit for all. Please do**

not attempt to leave via the ramp door or front door. Please also ensure your child walks with you, at all times and does not run ahead. As you are aware, we have a number of children with mobility issues and extra care is needed to keep everyone safe.

Reception

Reception parents and carers will enter via the same double bottom gates and walk around the outside of the main building, through the playground, directly to the Reception classrooms where they will form 2 queues, adjacent to the coloured picket fences, Maple to the left, Cherry to the right. Please ensure any younger siblings remain with you at all times. Teachers will open the classroom doors and invite parents and carers to then come inside the reception playground and form a queue, directly outside their child's classroom door. As with Year One and Two, teachers will call each child to leave with their parent or carer, please do not call your child or wave for them to leave the classroom. Reception parents, carers and children should then exit the reception playground and leave the school site, via the way they came in. Please do not allow your child to play on any of the outdoor equipment, at any time.

Both Reception and Year One/ Two parents and carers, if arriving earlier than 3.05pm, should wait outside the bottom gates, forming a queue parallel to the school building/railings, until the double gates are opened by school staff, allowing others to pass by.

Pushchairs and Prams

Pushchairs and prams must be left outside the main school building, parked under the large tree and not enter the school.

Siblings

For parents and carers with children in more than one-year group, we suggest that you drop off your youngest child first, then walk to the next entry point, if applicable and at pick up, collect your eldest child first, then walk across to collect your younger child/ren.

Scooters/bikes

Children are welcome to arrive via scooter or bike. Year One and Two children will need to park their scooter/bike themselves, in the racks near the bottom gates. Reception parents and carers should drop their child off at the main door and then walk the scooter or bike down to the racks and park it for their child. Scooters/bikes can then be collected at the end of the day, as you exit the school, with your child.

Preschool

For the safety of both Bagshot Infant School and Bagshot Pre-school children, if you are collecting a preschool child at 3.00pm, please do not enter the playground or school building early. Please leave via the way you came in and, if necessary, re-join the queue to enter the school site.

Change of person picking up

If a different 'from the norm' person will be picking up a child, at the end of the day, their parent or carer must email the school office info@bagshot.surrey.sch.uk by **12.00pm** the same day, informing the school of the full name, relationship to the child and a contact telephone number for the person collecting. Children will not be released to anyone other than their parent or carer without this information.

Staff will be on hand, to help both children and parents and carers find their way around.

We look forward to welcoming your children back to school, starting with Year One and Two tomorrow and then finally meeting our youngest, newest Reception children, from Wednesday.

Kind regards

Miss K Aldred
Headteacher