

# WESTON VILLAGE PRIMARY SCHOOL



Monday 17 July 2023

Dear Parents and Carers

From the start of September, there will be changes to our school pick-up procedure. Please note the following.

## **Drop-off unchanged**

Firstly, there will be **no change to our morning drop-off**, which will continue as it is now with parents either walking children in from home or from The White Lion car park or driving onto our turning circle and dropping children off there or sending children in on the Wychwood bus. The school is open 8.30am and all children must be in the building no later than 8.55am. Parents requiring an earlier drop-off time should make use of The Hive, which is open from 7.30am.

## **End of day changes**

**Parents will no longer be able to drive onto our turning circle to collect** the children. There are lots of reasons for this, including logistics, staff time, congestion in the village and lots of waiting around for children.

**Hometime will be at 3.15pm for all children in all classes.** This is the official end of day time for the whole school and has been for years. It is currently the official end of day time for children in key stage 2 although parents arriving earlier and earlier has meant that this time has crept earlier and earlier. To facilitate our current arrangements, we had temporarily amended the collection time for children in Reception, Year 1 and Year 2 to 3pm and found that time by removing the afternoon playtime. These amendments and the current pick-up arrangements were originally put in place due to covid and the need at the time to reduce close contact. We retained the system due to lots of positive feedback from parents but now feel the time is right to make the changes for the above reasons and to increase face-to-face contact between parents and other parents and staff.

We now ask that parents who can walk to collect do so; that parents who have to drive park at The White Lion, who we are very grateful to for their long-standing offer of their car park at this time of the day; that parents consider car sharing and that those who live on Wychwood Park or Village consider the school bus, which will still drive onto school grounds to collect children. We also ask that parents consider local residents on the roads surrounding school and stick to using The White Lion car park.

Collection will now be from each classroom's external door. We will ensure signs are on doors and



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Headteacher: Mr Thomas Cutts

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we will direct you to begin with until you are sure which classroom is your child's. Although the school gates will be open from 3.05pm, the gates to access the playground won't be open until 3.10pm to allow for children to complete their PE lessons. Children will then be handed over to their adult by the teacher on sight from 3.15pm. Parents with more than one child at school needn't worry about being in two places at once. If you have children at opposite ends of the school, just collect one first and then come to collect the other.

It is imperative that you tell us if there is a change from your regular collection plan. We always call home if someone else turns up to collect your child and a quick call, email or dojo message from you earlier in the day, can help to avoid any delays.

Once you have collected your child, we ask that you leave the premises at your earliest convenience unless you have an arranged meeting and don't let your child play on or with school equipment. The Hive need access to the playgrounds.

### Summary

- No change to drop-off
- Don't drive onto the turning circle to collect at hometime – if you are driving, park at the pub
- Do not park on the roads surrounding the school
- Hometime for all children is 3.15pm – please avoid being late
- There are strict times for gate opening based on safeguarding
- Children should be collected from external classroom doors

### A reminder of the class names and teachers

Refer to the plan below to see which door your child(ren) will leave school from and your most direct route to that door.

Class name	Year group(s)	Teacher(s)
Red (R)	Reception	Miss Watkins and Mrs Shilton
Purple (P)	Year 1	Mrs Buckley
Turquoise (T)	Year 2	Mrs McKenzie and Mrs Loveland
Gold (Go)	Year 2/3	Miss Wilcox until Miss Wright returns
Green (Gr)	Year 3/4	Mr Robinson
Yellow (Y)	Year 4	Mrs Whittaker
Blue (B)	Year 5	Miss Griffiths
Aqua (A)	Year 6	Mrs Tyrrell and Mrs Lawton

Many thanks in anticipation of your full support and cooperation

Thomas Cutts



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