

# King Athelstan Primary School

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Dear Families,

- Don't enter the school site before your time slot
- Follow the one-way system at drop off and pick up time
- Don't turn back through the blue KS1 gates

Welcome back to school for the academic year 2025-2026 and an especially warm welcome to the families who are new to King Athelstan. We are delighted that you have joined our community. We know many children will be excited about coming back to school. For others it might take a little longer to settle in to the routine. Please try not to worry about this - the school team are very experienced and will keep in regular contact with you until children are coming in happily and independently.

If the weather remains warm it is fine for children to wear summer uniform - there is no specific date when we expect 'winter' uniform so families can choose when they move to warmer clothes. Children are normally in winter uniform by October half-term at the latest. Please ensure all uniform is labelled and also that all children have a named hat and named, refillable water bottle (water only, no squash or other drinks). Children should have a coat as they will go out to play in the rain.

## IMPORTANT - Drop off and pick up arrangements

This is for new families and a reminder for existing families. Whilst we know we can never please everyone, we always aim to provide the most efficient and safe drop off and pick up arrangements, reducing congestion and supporting clear access on the routes around the school. We have spoken to KS1 and KS2 children in assembly so that they can help their adults follow the expectations.

## Timings

Here is a reminder of timings so that you can arrive for your slot and not before. Timings are:

|                              |                              |
|------------------------------|------------------------------|
| AM Nursery: 8.30am - 11.30pm | PM Nursery: 12.30pm - 3.30pm |
| Reception: 8.35 - 3.10pm     | Years 1-6: 8.40am - 3.15pm   |

Please **arrive at school when it is your time slot** so that you are not making the front of the school congested for others. Please think considerately about other families and do not line up at the front gates before your time as this blocks the access for everyone. **Please do not come on to the school site to wait** as this restricts the access for others and is not fair on families waiting outside. Please do not be offended if staff ask you to move on or to return at your allotted time. Nursery can come into the entrance area as they are first in.



There is a one-way system that operates through the drop off areas. Please come in through the main gates, **not via the car park**, and once you have dropped off, please continue on the main path past the bike shelters and out through the car park.



The car park is closed at drop off and pick up times for this purpose.

There is a 5 minute drop off slot for Nursery, a 5 minute drop off slot for Reception and a 5 minute slot for Years 1 - 6 to enter. Please be aware that if you arrive after your slot then you will be asked to take your child to the school office and they will be marked as late.

When you drop your children off, please say goodbye to them and move on promptly on the one-way system to allow other families behind you to do the same. We will help you support children who are finding separation difficult. The system will speed up considerably once all the new children have started and are settled. It is always a little slow at first.

Please do not exit back through the main gate (with the exception of the lunchtime changeover of Nursery children) as this prevents others coming in swiftly.

### Siblings

If you have a child in Nursery or Reception and an older child, it is fine to wait at the KS1 gate once you have dropped your younger child off, however if there is a 10 minute gap, please leave the premises and return.

### Pick Up

Pick up works in the same way as drop off, however, families collecting Years 2-6 walk through the KS1 playground to collect children and continue on the one way loop out through the car park. Please do not turn back to exit by the 'in' gate as this causes congestion. Reception and Y1 families collect from the classrooms via the EYFS gate. Reception families collect at 3.10pm, Years 1-6 at 3.15pm, and Nursery at 3.30pm. Please do not enter the school grounds until your collection gate is OPEN and you are called; if Y1-6 families come in during the Reception time slot the exit routes get blocked.



### Scooters and bikes

It is good to see children scooting or cycling to school. Please ensure children get off their scooters and bikes before they come in the main gates and walk with them once on the school site. You can leave bikes and scooters in the bike shelters at your own risk. We encourage you to lock them up. Helmets and other equipment can be stored in the lockers, or locked to bikes. Again, we encourage you to lock everything securely. The school cannot be held responsible for items that go missing. If you have to drop children off by car, please park safely in designated bays and be respectful to our neighbours by not parking across driveways, on yellow lines or blocking access routes. **The corners of Dawson Rd have double yellow lines - parking on these makes it very dangerous for our children and families crossing at this point.**

### Messages

Please email messages in for class teachers, or speak to the staff who are operating gates, if you have urgent questions, so that teachers are free to get children quickly into class to start their day. Do feel free to speak to class teachers at the end of the day, once they have dismissed their classes.

### Dogs/Pets

Dogs and other pets are not allowed on to the school premises, with the exception of trained assistance dogs. Please avoid bringing pets on the school run, and do not tie dogs up on the school railings as they can become very overwhelmed and distressed when it is so busy. It also worries some children as they come into school.

Thank you for your cooperation and support with this. It works really well if everyone follows the systems we have in place.

The Senior Leadership Team