

# Cornerstone Church of England (VA) Primary School

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Mr T Clarke Headteacher



*Building our Community with Love, Forgiveness and Hope  
Growing an Inspirational Learning Community*

28 November 2016

## Drop off and pick up

Dear Parents,

I am writing to clarify the procedures for drop off and pick ups. There are no changes to these procedures. Our aim as always is make these transitions as smooth and positive as possible, whilst making sure that your children are safe.

### **Year R, Year 1 and Year 2.**

The parent or adult bringing the children in to school are asked to drop them off outside the classroom and to stay to see that they go into the classroom door, from which point the school staff will take responsibility for them.

This is then mirrored at the end of the day, when the teacher will make sure that the children are only allowed out onto the playground when they and the child have visually spotted the adult collecting them.

### **Year 3 and Year 4.**

We have suggested that from this term, if parents are happy to do so, the children can walk in from the front of school independently. As stated in a previous letter, the school staff will take responsibility for the children once they have come into the classroom. This is personal choice for families, depending on the confidence of their children.

Similarly at the end of the day, the teachers will allow the children to leave the classroom, but with the teachers keeping a watch on them from the classroom or ramp. The children are reminded that if they cannot see who is picking them up they should return to the class teacher.

### **Year 5 and Year 6.**

Although none of the children are in these year groups yet, parents may want to consider at what age they might allow their children to start walking to school, or to be dropped off near the school to walk the last section of their journey. Again this is a personal choice for families and we would encourage you only to allow your child to do this if both they and you have confidence that they could do this safely and would know how to respond if there was an issue.

It is highly likely that the children will have to make at least part of their journey (either walking, cycling or by bus) without parents when they join a secondary school in Year 7. Our aim is that over the seven years they are with us at Cornerstone, the required independence, confidence and awareness of safety can be developed.

Thank you as always for your support in making these transitions smooth, positive and safe.

Yours sincerely,

Tim Clarke  
Headteacher

***"This is a happy school where pupils achieve well in terms of their personal, as well as academic development and are growing up as responsible caring young people." Ofsted 2015***