

Cornerstone Church of England (VA) Primary School

Bader Way
Whiteley
Fareham
PO15 7JH

Tel: 01489 660750
Email adminoffice@cornerstoneprimary.hants.sch.uk
Mr T Clarke Headteacher



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

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Drop Off and Pick Up Procedure

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.

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.

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

“The school’s values of Love, Forgiveness and Hope thread through the everyday life of the school. Pupils enjoy school life and their learning at Cornerstone. Teamwork permeates through the school, with staff motivated to ‘Growing an Inspirational Learning Community.’” (Ofsted 2019)