



Asterdale Primary School

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Together We Can...



Acting Headteacher: Mr J O'Leary

Chair of Governors: Mr S Higginbotham

17th January 2025

Parent Notification: Site drop off and collection procedures

Dear parents / carers,

We want everyone in our community to feel safe on the school site. Unfortunately, there was an incident earlier this week which has led us to review current site procedures. Please note the following information, which will take effect from Monday 20th January:

Arrival times:

- All pupils are asked to enter school via the bottom school main gate only.
- Nursery pupils – no change to current procedures.
- Key Stage 1 (Year 1 & 2) & Reception pupils – no change: as usual remain on playground until whistle is blown at 8:55.
- All Key Stage 2 (Years 3 to 6) pupils to walk around school to junior classes by following the path past the Year 2 classroom. These classrooms are open from 8.45am for calm start to the day.
- Any pupils arriving after 8.55am are to report to the school office as usual.

Collection:

- Nursery – no change to current procedures.
- KS1 and Reception – no change to current procedures: collect from the playground at the end of the day.
- KS2: Collect as usual from the top school gate. Please stand close enough to where the class teachers will dismiss the children and wait for your child to be sent to you.
- Reminder: please collect youngest pupils first.
- Parents are asked to please leave school site at the end of the day via the bottom school gate.

Late arrivals:

- No changes:
- Continue to report to main reception where pupils will be taken to classes.
- Please wait patiently at the pedestrian gate to be buzzed in by school staff who will ask for information prior to opening the gates.
- Late arrival slips must be completed by parents for all pupils arriving late daily.
- Lateness impacts on learning – please be on time promptly for the beginning of the school day.

Late collections:

- If late collecting your child, please collect pupils after 3.30pm from the main school office.

Reminder: Conduct – respect for all

All within our Asterdale community (pupils, staff & parents) have the right to enjoy an environment which is safe without intimidation. We are committed to providing and protecting a nurturing, safe environment for all stakeholders at all times. As a school, we follow a zero-tolerance approach to any form of threatening or inappropriate behaviour which does not reflect our collective whole school ethos and shared British Values.



Thank you for your understanding. We appreciate the beginning and end of the school day is a busy time and many parents are going to or from work. However, we hope you agree the safety of everyone has to be our primary concern.

Mr O'Leary
Acting Headteacher

Mr Dewes
Odyssey Collaborative Trust CEO

Mr Higginbotham
Chair of Governors