



19 September 2025

Dear parents and carers,

**RE: Site security dropping off and collecting students each day**

As part of our ongoing responsibility to keep students safe, I am writing with a reminder of the timings of the school day around drop off and collection.

Children should ensure they arrive at school by **8.30am** to ensure they are at morning line up at 8.35am. Pupils that arrive prior to that time are able to go to our school canteen, with the option of a free breakfast bagel, this area is supervised by our SEND and Pastoral team. Pupils are not allowed inside the school building prior to 8.30am unless the weather dictates otherwise.

Our school gates will not open until **3.10pm** at the end of the school day. This is to ensure the safety of our students and staff throughout the day.

If you travel by car to collect your child(ren) early, you may wish to arrange with your child(ren) a safe place that you can pick them up from i.e. at the bottom of Becket Way or off Churchill Avenue etc. This will support and ensure that there is not a build-up of traffic on Becket way. Please do not arrive before the end of the school day and access the school car park before this time.

If you prefer to wait until 3.10pm when the gates are opened to collect your child(ren) our drive-in drive out one way system can be used. Please can I request that you do not wait behind one of the school minibuses. You will also not be able to use the basketball playground area as this is often used after school; this area also needs to be protected as our fire drill evacuation point.

Thank you once again for your continued support and co-operation in helping to keep our children and staff safe

Yours faithfully in Christ,

Paul McCahill  
Headteacher



**RESPECT**



**TRUTH**



**COMPASSION**



**JUSTICE**



**FAITH**