



**WEST BOROUGH**  
PRIMARY SCHOOL

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Headteacher Mrs Ashley Crittenden BEd Hons NPQH

11<sup>th</sup> January 2018

Dear Parents/Carers

### RE: Change of Gate opening times before school from 15<sup>th</sup> January 2018

Most of you will be aware of how busy and congested drop-off is in the mornings. Over the years our school has grown in pupil numbers and we've tried many ideas and incentives to reduce the number of cars and occasions of lateness in the mornings. So far to no avail!

From Monday 15<sup>th</sup> January until February half term, we'd like to trial having the gates open for longer before school starts, for Years 1-6. The hope is this will give you a greater time during which to drop your children off, therefore easing congestion. There are some conditions that go along with this, so please read the details carefully and do ask if you need anything clarifying.

- Both gates will open at 8.30am (for Year 1 - 6 children) and be manned by a member of the Leadership Team as they are currently
- Parents/carers have the option to drop their child at one of the gates between 8.30am and 8.40am, leaving their child to walk to the playground
- Children will go onto the KS1 or KS2 playground, depending which year group they are in
- Older siblings can wait on KS1 playground if their brother or sister is in Key Stage 1
- There will be out of bounds places on each playground which will be explained in assembly
- If parents wish to walk children through to speak to a teacher, drop off will be from 8.40am onwards as currently. Members of the Leadership Team are also happy to pass on a message or you could write in your child's reading record book
- No parents/carers are to be on the playground before 8.40am
- Each playground will be supervised from 8.30-8.40am
- The whistle will be blown at 8.40am and children will then walk to their classrooms
- The gates will continue to be closed and locked at 8.50am
- If it is raining, the children can shelter under the covered areas on the playgrounds. The classrooms won't open before 8.40am

### For Year R only

The gate to the Year R garden will open just before 8.40am as currently, however parents/carers will be asked to drop at the gate where there will be a member of staff on duty. If you would like to speak to the class teacher then please pass a message through the contact book, or speak to the class teacher or teaching assistant after school. This change will support the children to become more independent.

We shall review these changes during the last week of Term 3 and shall be seeking your views. In the meantime, thank you for your support in implementing these changes – hopefully impacting positively on your morning routine!

Yours sincerely

Mrs A Crittenden  
Headteacher