



The School Day

Reception is open from 7:30am until 4pm Monday to Friday

	Registration	End of school day 3:30pm
Parents	8:50am	Pick up from 3:10pm
Taxis	8:50am	Pick up from 3:15pm
Registration	8:50am – 9am	

Total hours provided in typical week: 32.5 hours

We have almost 100 vehicles each morning and afternoon arriving and leaving the school site. It is really helpful in keeping everyone safe if everyone keeps to the allotted times. Please **DO NOT** move the equipment around the car parks that block entrance to parking – as they have been put there to ensure that learners are kept safe during transitions to and from Horticulture, Swimming etc. from the LEAF building. Sometimes, we also need to save spaces for learners who go off premises in the minivan, to ensure they have a safe transition back to class for pick up.

Once you have dropped off/ picked up your child/ children, please vacate your parking spot as quickly as you can, to ensure there is a quick turnaround of vehicles and learners are not kept waiting.

Please only queue to drop off after 8:30am in the morning

In the afternoon, please do not queue to pick up before 2:20pm, as this can cause congestion along the road, which we share with two other premises.

For parents that use the Potting Shed Café on a Thursday and Friday, please move your cars from the Leaf Car Park by 2pm. You will need to queue for pick up with other parents/ carers and taxis.

We request that pupils in taxis, only use the vehicle doors that open directly on to the pavement so that nobody is walking in the road or across the roundabout. Please could pupils of parents dropping off do the same to set a good example and to keep everyone safe.

Please keep to 5mph on site and please do not go the wrong way around the roundabout. Please park considerately.

Thank you for your part in keeping our school site safe for everyone.