

**Lime Yard, Claverton Down Road, Claverton Down, Bath,  
BA2 7AE**



***Growing Minds to change the world!***

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Date: 24<sup>th</sup> May, 2024

Dear Parents/Carers,

To ensure that our students arrive and leave our school safely I have developed the following daily procedures. Please read these with your child so that everyone is clear about drop off and collection from school:

### **Start of Day**

- A member of staff will be on duty, at the front of school from 8:00 – 8:40 and will escort your child to the school gate.
- Wait in the designated turning bays for the member of staff to collect your child. Please do not allow them to get out of the car before the member of staff has collected them
- Students enter the school via the side gate
- Site staff will lock the side gate at 8:45 every morning
- If you arrive late, please come to school gate, ring the bell and wait for a member of staff to come and collect your child

### **End of Day**

#### **Students who are collected from school:**

- Two members of staff will be on duty at the front of the school at the end of the day from 3:00 – 3:30pm
- Students will leave through the reception area and wait inside the gate for a member of staff to take them to their transport. If it is raining, students can wait in Auten Room until they are collected.
- Parents/Carers should let the school know who is picking the child up. If, at times, it is different from the agreed protocol parents/carers should inform the school ahead of the pickup. Students will not be able to leave with an unknown escort.

#### **Students who leave school independently:**

- Parents/Carers must have signed permission for the student to leave school independently if this is the normal way of travel home (via the form attached)
- Where this is a one off, parents/carers must let the school know, via email where possible. If email is not possible then the arrangements should be made by telephone, giving as much notice as possible, and will be confirmed to the parent/carer via text.
- Students will be escorted out of the car park to the pavement away from the school entrance at the end of the school day

Please could all parents/carers complete the following form and return to the school reception ahead of their child starting school with us here at Hambling View.

If you have any queries or question relating to this, please do not hesitate to contact the school reception and Mrs Ashwood will be happy to help you.

**\*please complete in block capitals**

Name of Child:.....

Name of Parent/Carer.....

	<b>My son/daughter will leave school:</b>	<b>Please tick the one that applies to your child</b>
<b>1</b>	<b>Independently (they will be leaving the school at the end of the day to walk/get public transport home)</b>	
<b>2</b>	<b>Via Local Authority Transport</b>	
<b>3</b>	<b>Will be collected by a parent/carer or their representative</b>	

If you have ticked option 3, please provide the name and telephone number of the person who will normally be collecting:

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