



Date: 24th July 2025

Dear Parent/Carers,

To ensure that our students arrive and leave 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

Site staff will unlock the side gate by 8:30am every morning

Students who arrive on foot will be directed by the member of staff on duty

Site staff will lock the side gate at 9:00 every morning

Students who arrive after 9:00 should enter at the front of the school via reception and sign in

For those arriving to school via transport or parent drop off (before 8:30):

All cars should go to the Sulis Car park on Claverton Down Road where they will be directed, by a member of school staff, to bring their child to the school in an allocated slot.

End of Day

For those leaving via school transport or parent pick up
(before 3:35)

All cars should go to the Sulis Car park on Claverton Down Road where they will be directed to collect their child in an allocated slot.

Students who leave school independently:

Parents must have signed permission for the student to leave school independently if this is the normal way of travel home

Where this is a one off, parents 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 via text.

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 questions relating to this, please do not hesitate to contact the school reception and Mrs Ashwood will be

Name of Child

Name of Parent/Carer

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

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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