

16th January 2019

Dear parents/carers,

We have noticed there are a few parents/carers who are wilfully choosing to ignore our safety advice and are continuing to drop off or collect from school, outside of our safety guidance.

For this reason, I feel the need to remind all parents and carers to please kindly follow the school's arrangements for drop off and collection of pupils.

Children are expected to be dropped off at Mile End Park at the beginning and end of the school day to ensure the safety of all pupils who attend Solebay Primary Academy. The drop-off/collection point is in Mile End Park as you walk to the end of Solebay Street and over the Regent's Canal bridge. As parents/carers drop off the children, the pupils are assembled by members of staff into separate class groups. Members of staff, wearing high visibility vests, supervise each group. **Parents/carers are reminded to drop-off your child/ren at 8.45.am.**

Pupils, who travel to the park by bicycle or scooter, **must** dismount before lining up with their class. Parents/carers are then responsible for their child's equipment. Bicycles and scooters can be safely secured at the school in a locked cycle storage unit (Please see the administration team regarding a space in the unit).

The groups then leave the park, with a short interval between each class groups. It takes about 7 minutes to walk between the park and the school. Pupils walk in their class groups, in an orderly fashion in pairs, along the pavement on the opposite side to Sneath Engineering's premises (to avoid its vehicle entrances). The supervisors carefully watch each group as it walks along (no running is permitted); one of them is at the back, one in the middle (if staff numbers permit) and one in front of each group. Each group stops and waits until the 'all clear' is given before crossing Emmott Close and before being escorted across Solebay Street to the school, (waiting around outside the school is not permitted).

The procedure for collection works in the same manner, but in reverse: each class leaves the building under the supervision of a minimum of 2/3 members of staff, with a short interval between each group, and walks to Mile End Park on the same side of Solebay Street as the drop-off walk. As soon as each group gets to Mile End Park, parents/carers collect their children from the care of the members of staff. Pupils remain under staff care and supervision until they are collected; if a parent/carer is late, the pupil will be escorted back to school to await collection from there.

Pupils attending breakfast club are dropped off at the school between 8.00am and 8.15am and then escorted to the park at 8.45am to join their class lines. Pupils attending after-school clubs or additional teaching lessons are collected from school at the given time.

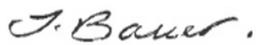
If you are late in the morning, please do not allow your child/ren to run down Solebay Street unaccompanied to join their line. Please do not put your child in the line as the class are walking along the pavement. If you miss your child/ren's class in the Park then it is your responsibility to take your child/ren to the administration office where you must sign your child/ren in. These arrangements will not change according to the weather.

I wish to thank all the parents/carers of those pupils who follow our safety procedures for drop off and collection.

Please help us to keep all pupils safe by following these simple arrangements.

Thank you for your co-operation.

Yours faithfully,



Janet Baker

Principal