



## Elton Primary School & Nursery

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**Headteacher: Ms V. Carr**

**BA Hons QTS, MA, NPQH, MA,  
PGC SEN**

Our Ref: PARL 0604

10<sup>th</sup> July 2017

Dear Parents

Firstly, thank you to everyone who has contributed to such a positive atmosphere on the yard over the last few weeks, it really has been a pleasure to greet you all in the morning and chat about the week, something that we all commented on at our recent Full Governing Body Meeting.

Following our discussions with parents, governors and staff, and also investigations into how other schools organise their start and end of day, we have come up with a great solution that will make mornings run much smoother. The new system, which will start in SEPTEMBER, is in line with a number of other local primary schools systems for drop off and collection which have proven to work well. It supports us as a school in giving children more time in the mornings to read to staff, to correct the previous day's work, and to receive feedback from their teachers. In addition, the new system should also help to reduce the on-going parking issues on School Lane and in the Community Centre car park. Finally, and most importantly, it will also mean that our children are safer on the yard and that we can really tighten up on supervision. In fact reviewing the practice on the yard has actually been really beneficial to us all and we are sure that once we all get into the swing of the new way of doing things that you will also agree.

### Mornings

- The gates will open at 8:45am and a staff member will stand by each gate. If you have an urgent message for your child's teacher, that staff member will take it on your behalf. (You can also write a quick note to the teacher and give it to your child to hand in. You can also contact the school office on 01244 981170 to leave a message and your child's teacher will get back to you once they have finished teaching). You will then be able to walk your child onto the yard and see them into school.
- Your child will go immediately into school and not have to wait on the yard to line up. They will go into class and open their reading book or workbooks from the previous day and speak to their teacher who will be in the classroom with them getting ready for the morning learning. Registration will be at 8:55am.
- The gates will close and be locked at 9am. After that, you will need to sign your child in at school office reception.
- Registers will close at 9am as usual and after that time, your child will have a late mark.



## Afternoons

- Each year group will be allocated a dedicated waiting area on the school yard for parents to wait for their children to be released from school.
- This will make identifying the parent of the child really easy for the staff member and only once the staff member sees the child's parent will they release the child.
- Gates will open at 3pm, when parents will be able to come onto the yard and find the correct year group waiting area to stand whilst they wait for their child.
- Parents who are collecting more than one child should pick up the younger children first.
- We will be expecting all parents to remain in the allocated designated area and wait for their child to be released.

## Dedicated waiting areas

- Nursery parents – Nursery area opposite the nursery
- Reception parents – Wait outside the gate to Reception located in the staff/visitor car park
- Year 1 parents - Year 1 area on the school yard – clearly marked with a sign.
- Year 2 parents - Year 2 area on the school yard – clearly marked with a sign.
- Year 3 parents - Year 3 area on the school yard – clearly marked with a sign.
- Year 4 parents - Year 4 area on the school yard – clearly marked with a sign.
- Year 5 and Year 6 children - will be allowed to walk home on their own unless parents specify that they wish their child to be kept in school and released as above into the Year 5/6 area on the school yard – clearly marked with a sign.

Once you have collected your child or children then you can leave via the school gates as normal.

If a teacher needs to speak with a parent they will keep the child to the end and bring the child out to the parent. If you need to speak to the teacher, then you can contact the school via note, telephone or email to arrange a convenient time. You will be asked to enter the school via the main entrance to see the teacher and you will need to sign the visitor's book, which is a requirement of our roll call procedure in the event of a fire so we know who is in the school.

We understand that this will be different to how it is usually done, however we hope that you agree that this is a much better way of organising things so that children are safer and the working day runs much more smoothly.

I am delighted to share the positive outcomes of our recent playground review and will send out a text on the first day back in September to remind you all of the new procedure. Please look for the designated areas on the first morning, they will be opposite the classroom but at a distance to make it easier.

Kind regards,

Victoria Carr  
Headteacher

