



East Tilbury Primary School & Nursery

Princess Margaret Road East Tilbury Essex RM18 8SB

Telephone: 01375 846181 Fax: 01375 857846

Email: office.etp@stcleres.coop

Headteacher

Mrs L Coates B.A.(Hons) NPQH

Deputy Headteacher

Mrs F Bates BEd (Hons) NPQH

2nd September 2015

Dear Parents/Carers

I hope you have all had a relaxing summer and that the children are looking forward to returning to school for the new academic year.

As mentioned in the newsletter before the summer break, from 7th September the drop off and collection arrangements will change.

The gate next to the old infant office and the gate at the far end of the junior building will no longer be used. Instead, all children and parents/carers will enter through the double gate next to Little Angels which is signposted 'Pupil Entrance'.

The gate will be unlocked at 8.30am. A bell will ring at 8.45 for children to line up in their designated area, teachers will come out onto the playground to collect their classes. For the first week teachers will hold up cards to indicate where each class should line up. Parents/carers are requested to leave by 8.50am when the gate will be locked. There will be staff on duty each morning from 8.30am, late children will be registered at the gate and then escorted by prefects to their class.

For the first week only, parents/carers of reception children will take them into the community hall via the playground doors. The side reception gate will then be opened for collection at the designated time, again for the first week only. From 14th September drop off and collection arrangements will be the same for reception children as for the rest of the school with children being dropped off and collected from the playground.

At the end of the school day teachers of Year three and younger will bring children out to the playground for collection by parents/carers or nominated adults. Where there is no known adult to collect a child the teacher will bring them back into school once all other children have been dismissed and parents/carers contacted. Older children who are making their own way home will be dismissed directly from their classroom.

I would ask parents/carers to remind children, particularly those who are travelling to school on their own, to dismount bikes/scooters before entering the school premises.

As the school continues to grow the car park will become increasingly busy therefore these changes have been made to safeguard the children. There will undoubtedly be teething problems with the new procedure and it may be necessary to make minor changes but I would ask parents/carers to work with us as we continue in our aim to improve procedures within the school.

Yours sincerely

Mrs L Coates
Headteacher