



Dear Parents/Carers

Just a few reminders on the procedures we have in place at King Ina C of E Academy to help keep the children and grown-ups safe during the morning drop off and afternoon collection times at school. We ask that you kindly make a note of them and follow each one that applies to you.

Please share this information with any friends or family members who may also drop off and/or collect your child/ren from school.

- Driving Owlet's parents ONLY should use the parking spaces opposite the Kiss & Drop, ensuring your children stay with you when crossing the road. Years Reception to Year 6 parents should use the Kiss & Drop system.
- In the mornings, the Kiss & Drop is to be used by drivers who are literally dropping their children off at school from their car. You are **NOT TO PARK YOUR CAR IN THE KISS AND DROP LAYBY** and then walk your child/ren to class, otherwise it impacts on the flow of traffic causing some pupils who have arrived in good time to be late to school. **Drivers must remain with their car at all times.**
  - If you wish to walk your child/ren to their class, you **must** either:
    - a) walk your child/ren to school from home, or
    - b) park your car in a nearby road, where there are no parking restrictions, and NOT blocking in residents, and then walk your child/ren into school
- In the afternoons, the Kiss & Drop is to be used by drivers who are picking up their child/ren from the Kiss & Drop waiting area only. You are **NOT TO PARK YOUR CAR IN THE KISS & DROP LAYBY** and then walk to collect your child/ren from their class. **Drivers must remain with their car at all times.**
- **DRIVERS MUST NOT ENTER THE SCHOOL SITE VIA THE VEHICLE EXIT OR EXIT THE SCHOOL SITE VIA THE ENTRANCE.**
- **All children travelling to school in a car must wear a seat belt and be in a car seat where appropriate (reference: <https://www.gov.uk/child-car-seats-the-rules>).**
- Morning drop off time is 8:30am – 8:45am. Arrive no earlier than 8:20am and wait with and supervise your child/ren until 8:30am when school opens to children. Gates will close at 8:45am.
- Children are to be collected between 3:15pm – 3:30pm. **Drivers**, do not arrive to collect your child/ren any earlier than 3:10pm. Please be assured that we can clear the whole school within 15 minutes, so there is no need to arrive early and sit in the car waiting. This only causes congestion and disruption on the roads surrounding our school.
- Do not park on roads around school which have zig zag markings, which block driveways or the school exit/entrance. Please ensure there is enough space for an emergency vehicle to pass at all times, should it be needed in school or for local residents/businesses.
- If you and/or your child travel to school on a bike or scooter, please ensure you are visible, preferably in a high viz jacket. A helmet should always be worn.
- Pedestrians **MUST** enter **and exit** via the pedestrian footpath to the front of the school off of Northfield road. The vehicle exit route is to be used for cars only as there is no footpath leading out of school or on the road it exits onto making it very dangerous for pedestrians to use.
- Do switch off your car engine if waiting in the car queue before drop off or pick up time and help keep our air clean!

Our staff will be monitoring these procedures carefully and you will be asked to comply.

Thank you for helping us make school a safe place!