

**Lime Yard, Claverton Down Road, Claverton Down, Bath,  
BA2 7AE**



***Growing Minds to change the world!***

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Date: 24<sup>th</sup> May, 2024

Dear Parents/Carers

Ensuring that our students arrive and leave our school safely I have developed the following daily procedures. Please ensure that you and your child follow these procedures so that everyone is clear about drop off and collection from school:

### **Start of Day**

- A member of staff will be on duty, at the front of school from 8.30am – 8.45am
- Students enter the school via the side gate
- Site staff will lock the side gate at 8:45 every morning
- Students who arrive late, before 9:00am, should enter at the front of the school via reception and attend their registration group
- Students who arrive late, after 9:00am, should enter at the front of the school via reception and sign in before going to their lesson

### **End of Day**

#### **Students who are collected from school:**

- A member of staff will be on duty at the front of the school at the end of the day from 3:00 – 3:15pm
- Students will leave by the side gate and wait at the front of the school for their transport with the member of staff on duty
- The member of staff on duty will let students out of the front gate when their transport has arrived and ensure that they get safely onto their transport
- Any student who has not been collected by 3:15pm will return to the school building with the member of staff on duty and wait in reception until their transport arrives
- Parents/Carers should let the school know who is picking the child up. If, at times, it is different from the agreed protocol parents/carers should inform the school ahead of the pickup. Students will not be able to leave with an unknown escort.

#### **Students who leave school independently:**

- Parents/Carers must have signed permission for the student to leave school independently if this is the normal way of travel home (via the form attached)
- Where this is a one off, parents/carers 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/carer via text.
- A member of staff will be on duty at the front of the school at the end of the day and will allow student to leave

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 question relating to this please do not hesitate to contact the school reception and Mrs Ashwood will be happy to help you.

**\*please complete in block capitals**

Name of Child:.....

Name of Parent/Carer.....

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

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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