

West Lane, Killingworth

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To whom it may concern

**Re: Drop offs and pick ups**

From September our school day will be 9-3.30 for ALL pupils. We are also changing the entrance at which pupils are dropped off and collected from.

All pupils who are transported by the LEA will come in the old pupil entrance, at the annex side of the building.

Any pupils transported by parents will continue to come in the main entrance.

Escorts and taxi drivers will no longer come into school and pupils will be handed over to school staff at the school doors. There are three entrances at this side, and these will be labelled (1-3).

Pupils in the annex will use door 1, pupils in CE classes will use door 2 and pupils in Post 16 and KS4 speech and language, will use door 3. These will be clearly demarcated.

The new system is planned as follows:

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| Beginning of day | | End of day | |
| 8.30  8.45  8.55  9.00  9.15 | Rear car park gates open  vehicles directed to park in specific places.  Gates locked.  All taxi engines off, vehicles stationary.  School doors open  Students to be collected by staff at the named doors.  School starts: registration  Gates open. Taxis to leave.  Gates locked. | 3.15  3.30  3.30  3.45  4.00 | Rear car park gates open  vehicles directed to park in specific places.  Gates locked. All taxi engines off, vehicles stationary.  School doors open.  Students to be brought out of school by staff and collected by escorts.  Gates unlocked. Taxis to leave.  Gates locked. |

We would greatly appreciate your support in this transition and hope you will work with us as we solve any teething issues. These changes are in place to ensure we safeguard our pupils as they enter and leave school.

Regards

**Katie Murray**

**Head of School**