

**NORTH EALING PRIMARY SCHOOL**  
Pitshanger Lane  
London W5 1RP

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Friday, 16 March 2018

Dear Parents and Carers,

**Re: Start and End of School Day**

The safety of all children at North Ealing is of the utmost importance to us. With this in mind, we would like to remind all parents of the arrangements for the start and end of the day.

**Start of day**

The gates open automatically at 8.40am. We would ask that no one enters through before this time by following someone who has opened the gate with a pass. Parents should be aware that adult supervision from school staff begins at 8.45am and children should not be left unattended before this time.

Our expectations of children's behaviour before and after school remain unchanged; please ensure that your children go straight to their lines or, in the case of Early Years and Key Stage 1, to their classes where a soft-start is in place.

Children are not to ride bikes or scooters on the school site.

Please ensure that children are accompanied by an adult to their drop-off points in school and are not dropped off outside the gates on Pitshanger Lane. The only children who are permitted to come in to the site unaccompanied are Year 5 and 6 children whose parents have signed written authorisation for their child to be added to the Walk to School register.

Staff members will be wearing high-visibility vests outside for easy identification in the mornings.

Parents are reminded that they must report to the Office if bringing a child in late and not attempt to follow staff through the Link doors to take them to the class directly.

**End of day**

The gates open automatically at 3.05pm. We would ask that no one enters through before this time by following someone who has opened the gate with a pass.

We would also like to request, in response to concerns of the After School club, that children do not mix with those who are engaged in activities with the club. This places a strain on those staff who have a responsibility for their registered children not only as well as adult:children ratios to respect; there are clear safety implications.

We expect all children who are not in a club and parents to have left the school site by 3.30pm.

Many thanks for your co-operation and understanding.

A handwritten signature in black ink, appearing to read 'S Flowers', written in a cursive style.

Mrs S Flowers

Headteacher