



Priory Junior School

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Headteacher: Tracy Keefe B.Ed (Hons) NPQH

22nd April 2022

Dear Parents/ Carers

RE: CHANGES TO DROP-OFF AND COLLECTION ROUTINES

We are aware that for some parents, there are some difficulties being experienced with travel to school and in recent weeks, several parents have received tickets from the police. Please remember that the road directly outside our school has restrictions in place to prevent parking here.

Prior to the pandemic, we had a routine where the roundabout was open in the morning for dropping off only. It was not a place for parents to park, but to pull into drop off and continue round the roundabout to leave.

For a trial period, we will re-open the roundabout in the morning for this purpose. If you have to drive your child to school, you may pull into the roundabout, and let your child out of the car on the path side to walk in through the gate. Once your child is out of the car, you will need to drive on round the roundabout. **Parents should not park here – as this stops it working effectively. Parents should also not double-stop and only let children out onto the pavement side.**

This trial will start the week commencing 2nd May and run for three weeks. We will then confirm if this has worked well.

As part of this, there are some key changes being introduced for families walking and cycling to school too. Please read this carefully.

In the mornings, please use the Bean Close gate or the pedestrian gate by the roundabout to come through. **The double gate / bike shed gate entrance will now be closed.** Please do not use the pathway by the caretaker's bungalow at this time – if you have been using this, you should now use the Bean Close gate, which can be accessed from the pedestrian and bike path by the side of the playground.



Timings for arrival are as follows:

Year 5 and 6: 8.35am

with a new registration time of 8.45am

Year 3 and 4: 8.40am

with the same registration time of 8.50am

This allows families a 10 minute window to arrive at school, and a staggered start to spread arrival too.

We will unlock the gates at 8.35am. Children remain the responsibility of parents until this time, so please ensure any children walking or cycling do not arrive early.

Parents and children should no longer wait on the roundabout at the start of the school day, but can still do this at the end of the school day.

The end of the school day routines will remain. The roundabout will be closed to traffic and will continue to operate as it does currently. We will make a slight change to the home time of Year 5 and 6 – which will become 3.15pm.

We have found the drop-off and collection times to be much calmer with the current arrangements and we also know this was also the case for our children – who told us they liked them too. We hope this slight adjustment will allow every family to continue to get to school safely, and provide a dropping off point for families too. Of course, the best way to get to school is on foot, or by cycling and we would strongly encourage you to do this if you can.

Just to summarise, the trial will run from 2nd May – 20th May. We will then share with you the outcome of this trial, and also request that you provide feedback to us on how it has worked for you. Please watch out for the link to do this, which will run during the trial period.

The school day timings will be:

- 8.35am Year 5 and 6 can arrive from this point and go into class.
- **8.45am Year 5 and 6 Registration – a 5 minute change**
- **8.40 am Year 3 and 4 can arrive from this point and go into class – a 5 minute change**
- 8.50am Year 3 and 4 Registration

The end of the school day would be:

- **3.15pm for Year 5 and 6 – a 5 minute change**
- 3.20pm for Year 3 and 4

Thank you for your support with this trial and consultation process and I look forward to your feedback.

Yours sincerely,

Mrs Tracy Keefe

Headteacher

