



Exec. Headteacher:
Mrs J Olivier

Head of School:
Mr M Currie

Telephone:
01622 752161



E-mail: sbps_office@swale.at

Website: www.southboroughprimary.org.uk

Twitter: @sbpsmaidstone

A Learning Ladder for Life

14th September 2021

Dear Parent/Carer,

RE: Changes to pick up effective from 14th September 2021

From today, arrangements for picking up children in Year 1, 2, 3 and 6 are changing.

As a result of this feedback from parents and observations by the leadership team, we are going to change the system to further improve the handover at the end of the day. Once in operation, we will continue to keep this system under review and would welcome further feedback you may have.

What is staying the same?

- Children in Reception, Year 4 and 5 will continue to be dismissed from the same location.
- All children will continue to be dismissed at the same times - Reception 3:00pm; KS1 (Y1-2) 3:10pm; KS2 (Y3-6) 3:15pm
- Gate 3 will be opened at 3:05pm. Gate 2 at 3:07pm
- We will always keep hold of your children until they are collected. They will remain in our care until a handover is completed. On the rare occasion you may be late, we will always look after your child.

What is changing?

- Parents and carers of children in Years 1, 2, 3 and 6 will wait on the playground nearest to gate 3. Not on the upper playground.
- Children in Year 1, 2, 3 and 6 will be dismissed from the steps - please see diagram below
- Parents/Carers should leave a gap between the steps - please see diagram below
- Children in the line will be dismissed in sequential order ie the child at the front of the line will be dismissed first then the next. If a parent/carers is not there to collect the child, those children will return to the rear of the line. Please be patient whilst all children, parents and staff adjust to this new system.

The leadership team and other staff will be on hand throughout pick up to help guide and support you with these new arrangements.

What do I do if my own collection arrangements change?

If you need to change the arrangements of who is collecting your child ie you told your child it will be dad and now it will be an aunt collecting, you should notify the office either by phoning or emailing. You will need to provide details of the name of the child, class and details of the new adult collecting.

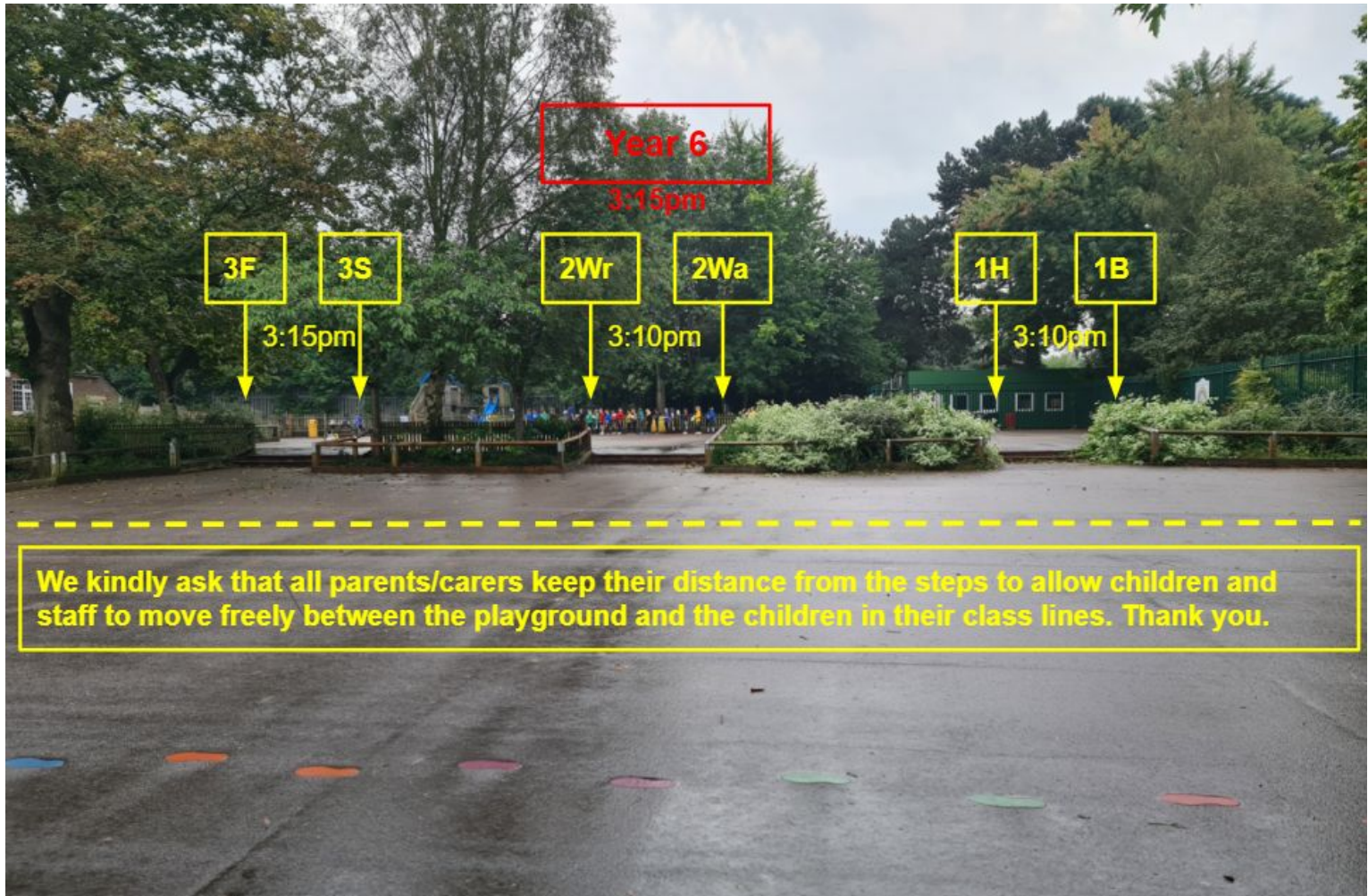
Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL

Trust Principal: Mr J Whitcombe MA

Director of Primary : Mr M Wilson

Swale Academies Trust Registered Office: Ashdown House Johnson Road

Registered in England No: 07344732



Yours sincerely,

Mr L Clarke
Deputy Headteacher