



1st September 2025

Dear parents and carers

With the start of a new school year upon us, we would just like to take this opportunity to clarify and remind parents of our pick up and drop off procedures.

We do ask parents to arrive at the site, on foot or bring your bikes! However, we do appreciate that this is not always possible. For the safety of all, our logistical arrangements are there to protect everyone and work when everyone sticks to the rules.

Please may we remind you that the **speed limit within the whole of the school grounds is 5mph**. For the safety of all pupils, parents and staff, please respect this limit.

If you are idling in traffic or waiting in your car to pick up, to reduce toxic fumes being released, that children and adults are then breathing in, please ensure your engine is switched off

Morning drop off:

The pedestrian and vehicular gates are open for our Sprouts drop off. If you are not accessing our before school club, **we ask that pupils and parents do not arrive on the school grounds until 8:30am, at the earliest.**

The gates to the playground will open at 8:30am and are supervised by staff from 8:45am. Please note that if you leave your child in the playground between these times, there will not be any adult supervision and they are left at your own risk.

Doors into school will be open from 8:45am – 8:55am for your child to walk into learning during this time.

Should you arrive after this time, the only access into school is via the main office. You will need to bring your child to the main office to sign them in.

There is a one- way system in operation from 8:30am – 9am. Please ensure this is adhered to.

Please note that the parking bays around the side that run adjacent to the disabled bays) and those around the back of the school and down the side of the playground are for DROP OFF ONLY. If you arrive at 8:30am, you are to drop your child and move on. The bays are not waiting zones until the doors open.

If you wish to escort your child to the main building, the following areas in school will be available for parking, so you can walk your child/ren to the school entrance:

- Available bays of the carpark
- The last drop off zone, opposite the school field (towards the bottom of the drive). There are approximately 5 bays available. You can park in these bays and walk your children into the playground/classroom door.



After School pick up

The pedestrian and vehicular gates will automatically open at 3:10pm. Please do not arrive prior to this time as this will block Hawber Cote and Dale View. Please do not obstruct the gates as these may be needed for the entrance and exit of service vehicles.

The gates to the playground will open at 3:10pm. You can park in any of the designated bays in the carpark and around the school (excluding the disabled bays, unless displaying a relevant badge), to collect your child – please ensure you are fully parked within a bay.

Children will exit at 3:20pm and are supervised by staff, in their designated waiting area, until 3:30pm. After this time, you will need to park in a designated bay and collect your child from the main entrance.

Please be reminded that a one-way system is in operation from 3:10pm – 3:35pm – please ensure this is adhered to.

Any cars that are parked within the school grounds are done so at the owner's risk.

Sprouts before and after school club:

Please note that, if the barrier is in place then you can turn around and head out the main gates. If the barrier is not in place, you should adhere to the One-Way route.

The safety of pupils, staff and visitors to our site is our priority and our staff are on hand morning and after school to ensure that our processes run smoothly and children, staff and adults are safe. They do a great job and we ask all parents to follow our rules and their instructions.

We look forward to seeing you all in the morning!

Kind regards

K.S Russell
Headteacher



**Silsden Primary
School**