



**Silsden Primary
School**

11th November 2025

Dear Parents and Carers,

Respectful Behaviour and Drop-Off/Pick-Up Procedures

We are writing to remind all families of the importance of following the school's **drop-off and pick-up guidance** and maintaining a **respectful and safe environment** for everyone on site.

Recently, there have been a number of incidents where parents or carers have not followed the agreed procedures, which has put staff and others at risk, or have spoken to staff in an inappropriate or disrespectful manner. We want to take this opportunity to make our expectations clear so that everyone in our school community feels safe and valued.

While we do have a member of staff to assist with the smooth flow of traffic, responsibility for the safety and security of children rests with adults, not the school.

Please can we remind you:

- Follow the designated one-way systems, parking, and gate arrangements at drop-off and pick-up times.
- The one-way system is in place from 8:30am – 9am and 3:10pm – 3:30pm. Please ensure you adhere to this flow, during these times. Our staff will direct you and we would be grateful if you follow their direction during these times. Parents should not be going against the flow during these times.
- Be patient and considerate — our procedures are in place to keep all children safe.
- Speak to staff courteously and calmly. Aggressive, intimidating, or abusive behaviour towards staff, pupils, or other parents will **not be tolerated** under any circumstances.
- Adhere to the 5 mile an hour speed limit
- It is illegal to use a handheld mobile phone when driving – for the safety of all, this also applies when on the school grounds.
- For their safety, children should always enter and exit cars from the left side of the car.

Due to increasing demand, with immediate effect, **only drivers displaying a valid Blue Badge will be able to park within our disability bays**. Any notices that have been issued by the office are no longer valid and you must now park in the carpark, should you wish to walk your child to the door.



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Should the disability bays be full, any driver displaying a Blue Badge can also park in any of the bays on the school drive. **There will be no priority access to blue badge holders before 3:10pm**

Our staff work extremely hard to support all pupils and families to keep everyone safe, and we expect everyone on school grounds to treat each other with kindness and respect.

If you have a concern or need to raise an issue, please do so appropriately — by contacting the school office to arrange a conversation with the relevant member of staff.

If individuals blatantly disregard these guidelines or respond in an abusive, derogatory or offensive manner toward staff when they are asked to adhere to them then I will take action to legally restrict these individual's access to the school site for a period of time.

Thank you for your understanding, cooperation, and continued support in keeping Silsden Primary School a safe, welcoming, and respectful environment for everyone.

Yours sincerely,

Mr K S Russell
Headteacher