



## Barrowby Church of England Primary School

October 2025

RE: Designated drop-off and pick-up procedures

Dear Parents/Carers

I would like to kindly remind all parents and carers of Key Stage 2 children: Year 3, 4, 5 and 6 of the importance of following our designated drop-off and pick-up procedures to help reduce congestion at the front of the school and ensure the safety of all children, staff, and visitors.

To support a smooth and safe start and end to the school day, please queue as follows:

- Reception and Key Stage 1 families should line up along the Church Path and exit through the car park.
- **Key Stage 2 parents and children should line up along the School Path (pedestrian path) both in a morning and on an evening and exit through the car park.**

We ask that you avoid waiting on the path and road at the front of the school, as this continues to cause difficulties for staff and visitors trying to access the school in the morning.

We last communicated these arrangements in the Newsletter on 3rd October, and this week I have been **encouraging parents to come down the path with their children** when I've noticed them waiting at the front of the school. I apologise if this has caused any upset — my intention is always to ensure the safety and smooth running of our school environment. And reinforce school expectations.

We ask that all parents wait with their children, on the school's pedestrian path, until a member of staff is on duty, not outside the front of the school. **Please do not leave children unattended.**

Your cooperation with these arrangements is greatly appreciated and helps us maintain a safe and welcoming environment for everyone.

Thank you for your continued support, trust and understanding.

Yours Sincerely

Mr L Batey  
Head teacher

