

WESTFIELD PRIMARY SCHOOL

Policy for travelling to and from school

November 2023

Reviewed by SLT: September 2025

Review date: September 2027

This Policy was written by K Hing/Annette Newport



Policy for travelling to and from school

Our children's safety is paramount to us all. To this end each child has a UNIQUE pupil password, set by the parent/ carer. Whenever you change collecting procedures for your child, including another adult picking them up, you will be asked to provide this. Please inform the school of any changes as soon as possible.

We therefore ask you to take time to read through our policy and to return the attached details for your class teacher and office to be aware of.

No matter how children are travelling to school there is an expectation that their behaviour will always be appropriate and reflect the school's PRIDE ethos.

Arrival: Through main pedestrian gate or Adult Education Car Park Gate.

The school day starts at 8.35am, with the opening of the school gates. **Please note that parents/carers are not permitted on to the school grounds at morning drop off.** *Children walk independently into the school playground along the path or through the Adult Education Car park gate. Members of staff are on the gates to receive them and welcome them into school.*

We request only one adult from each household to drop off their child(ren) in order to minimise congestion along Bonsey Lane. **Please just drop and go.** If you are driving, please park and drop off children through the Adult Education gate.

Late Attendance - Gates are locked at 8.50am

Any child arriving at school after this time should report to the school office and is recorded as late.

9.05am

Registration closed. Any child arriving after this time is marked as an unauthorised late on the class register.

Leaving at the end of the day:

Parents/carers are permitted on to the school grounds at the end of the day to collect their child (ren). Please ensure you wait by/near your year group exit to enable staff to pass or direct children to you and then leave the playground promptly.

We encourage only one adult from each household to pick up their child(ren) in order to reduce congestion on the playground. Please be prompt to collect your child/ren.

<u>Year Group</u>	<u>Time</u>
R	3.05pm
1	3.05pm
2	3.05pm
3	3.10pm
4	3.10pm
5	3.10pm
6	3.10pm



- Children in Yr R, Yr 1 and Yr 2 should be dropped off and collected by a responsible and designated adult. (18+ years).
- Children in Years 3 and 4 are released onto the playground to be met by their waiting adult. If you are late for any reason, please ensure your child knows to stay with the teacher if they cannot see you.
- Children in Years 5 and 6 will be released straight from their classroom to walk home or ride home alone or with friends, unless their parent or carer has previously notified the school in writing that they are to be collected.
- Children in Years 3 - 6 may be collected by a responsible and designated older sibling.
- Any changes should be addressed to the class teacher or school office in writing, using a UNIQUE PASSWORD.
- We aim to keep the children safe by following these guidelines.
- This policy will be sent out electronically to all parents/carers annually.
- In Year R and Year 5, as well as whenever a child joins the school, the policy will be sent out and parents will be required to complete the final page and return to their child's class teacher.

Travelling by car

There is no drop off facility inside the school gates for those pupils travelling to school by car. Parents must not park outside the school obstructing children/parents crossing. Do not park in Bonsey Lane or Hoebrook Close as this restricts access for everyone.

We have permission from SCC for Parents to use the **back car park** of the Adult Education car park that is located at the end of Hoebrook Close, **for drop off and pick up** and enter through the gate, located in this car park, on to the playground.

On the school website, there is a list of additional school activities for which you may use the Adult Education rear car park. If the event is not on the list, we do not have permission to use the car park and you will be liable for a fine if you do so. Please drive and park with care and consideration. Thank you for your co-operation to keep all our children safe.

Travelling by bicycle

The school offers support for road training through bicycle skills training to Year 4 and cycling proficiency tests, "Bikeability", to Year 6 children.

It is highly recommended that Years R - 5 should only cycle under the supervision of their parent/carer and ensuring they comply with all current safety regulations. Year 6 may cycle on their own, with parental permission, on the road, although the school recommends that they have passed their cycling proficiency test. On entering the school premises all children should get off their bike and walk. All wheels must be walked once in the school gates; this means that there is no cycling or riding of scooters or similar in the school grounds, otherwise you will be unable to ride your cycle to school premises.

All bicycles should be in good working order and have reflective surfaces/lights and a bell. Children should wear a safety helmet. Bicycles should be locked up by your child and removed at the end of each day. Bikes that are brought on to the school premises are at the owners' risk. The school accepts no responsibility for them.

There is a cycle rack on the way to the playground for the children to use.

Please return the section below to your class teacher

Travelling to School

Child's Name: Year Group

Class Name: _____

I have read and understood the Travelling to School Policy and will notify the school of any changes in writing.

Signed _____ Parent/Carer Date _____

Unique pupil identification code word

Please tick the appropriate boxes

1. I understand that it is my responsibility to arrange collection of my child/ren from the school playground if they are in Year R - 4.
2. I am aware that Year 5 & 6 children will be **walking/cycling home alone** unless I inform the school in writing that my child will be picked up from the playground.
3. My child will attend the independent after school club run by Pleiades on _____ days and I will notify the class teacher if any of the days change. I have read and understood the Travelling to School Policy.

Please inform the class teacher in advance if there is a change in your child's home school routine.