



Head: Mrs Jennifer Roberts
BA (Hons) Pri Ed, NPQH.

Thursday 12th September 2024

Dear Parent/Carers,

Thank you for your patience and understanding during the drop-off and pick-up times as we start our new school year. Our children are adapting to new routines, as are we all. The challenge is particularly significant given our Victorian building and our location.

KS2 Drop Off

- The pavement outside KS2 is extremely busy. Please remember there is a drop-off window from **8:40am to 8:50am**.
- We will be opening the additional side gate tomorrow to the right of the KS2 door. Children may enter through either gate.
- We kindly ask parents not to come into the gated area if possible, to reduce congestion.

Last year, we worked towards a successful drop off together so hopefully congestion will ease in time as we all get used to the new routines.

We are considering opening the school entrance on the high street. If you would prefer this option, please let us know by completing this [Google Form](#) by Thursday 19th September 2024.

If your child has a sibling in KS1, your KS2 child is more than welcome to come in through the KS1 door.

Reception/KS1 Drop Off

- Drop Off Time- **8:35am to 8:45am**.



Love Lane, Rayleigh Essex SS6 7DD Tel: 01268 775712

www.rayleighprimary.org.uk

E-mail: office@rayleigh.essex.sch.uk.



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Pick Up

Our [collection walking home policy](#) is available on our website. If you would like your child to walk home or meet you at a different exit, please email the school office so we can update our systems. For example, a Year 5 child could walk to the Year 1 exit. This not only builds independence but also reduces pick-up time for parents.

Year 2 and 3 parents feel free to walk through the playground and exit via the EYFS gate.

Thank you once again for your cooperation and we look forward to a smoother school drop off and pick up.

Best wishes,

Mrs Roberts

Headteacher



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