



Beam County Primary School
Oval Road North, Dagenham, Essex, RM10 9ED.

25th September 2024

Dear Parent/Carers,

KS1 – Child Drop Off Procedure

To support the pupils to enter school with ease and safety, we ask that you support in adhering to the following procedures:

- Please only enter the KS1 playground through the side gate and follow the one-way system through the KS1 playground and exit through the top gate (this alleviates congestion at the top gate and onto the street)
- Parents are to stop at the white line painted on the floor (barriers and cones will be placed out to indicate this) to ensure the entry to school is clear for the pupils and is safe. This is to also to encourage the pupil's independence and ability to be ready to start their soft start in school promptly.
- Parents are to use the home school planners to communicate any messages they have for their child's class teacher, teachers are unable to communicate with parents in the morning due to greeting the pupils and supporting them in their soft start learning.
- Parents and pupils arrive to school before 8.40am. The gate will close promptly at this time, we will not wait for latecomers as teachers have a timetable to adhere to fulfil the curriculum.

Working together to embed this routine will ensure that your child is following our school rules of Ready, Respectful and Safe.

We thank you for your understanding and supporting us to work together as a school community to ensure the pupils safety.

Yours sincerely,

Mrs Taylor
Assistant Headteacher

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beamcountypriaryschool.org

Headteacher: Miss T A Whittington, NPQH, BA (Hons), PGCE
Chair of Governors: Miss S Ekmekci



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