



16c RISKY AREAS

STUDENTS BEING DROPPED OFF / PICKED UP

Policies within school	Part 2
ISI	Part 3. Welfare, Health and Safety – Risk Assessments
NMS (April 15)	
Author Led	Headteacher
Date of Review	October 2026
Next Review	September 2027
Comment	Annual Review
Website	Yes

Aims

To ensure that we keep children safe in education at all times, it is important that everyone has a full understanding of the expectations of the school in terms of how students are dropped off in the morning for school and then picked up in the afternoon.

Due to the confined parking by the front/side of the school, parents and students are asked to follow the following protocols.

Prep and Senior School: Years 5 – 13

Students in the in these sections of the school have their own access point/gate at the side of Block B and Gate C. This is staffed during the morning and then in the afternoon. The Head of Prep School and member of SLT will be at this location in the morning.

Parents who have children in this section of the school are asked to either:

- Drop your child at the front car park and let them walk up.
- Drop your child at the gate by Block B or Block C.

Parents should not drop their child outside the front of Block A (The Junior School) as this location is always congested.

Junior School

Students in the Junior School have their own access point/gate at the side of Block A. This is staffed during the morning and then in the afternoon. The Head of Junior will be at this location in the morning.

Parents who have children in this section of the school are asked to either:

- Drop your child at the front car park and escort them to the gate.
- Drop your child at the gate by Block A where a member of the site staff will help

EYFS

EYFS students must be dropped off at the EYFS gate located in the bottom car park area. They are not to use the gate to Block A.

For morning drop off - at the EYFS gate from 08.30 onwards there will be 2 TA's to welcome parents and students. Parents must escort their child to the gate.

For afternoon pick-up – at the EYFS gate there will be 1 teacher and 2 TA's to ensure students are safely released back to their parents. Parents must collect their child from the gate.

Under NO circumstances at ANY time should a child in EYFS/Reception be dropped off in the front car park and be allowed to walk up to unattended.