



DROP OFF & END OF DAY PROCEDURES – NORMAL TIME

Safeguarding:

We take safeguarding of your children very seriously indeed. Please follow these simple requests to help ensure the safety of every child in our School:

- For safeguarding reasons, children **should not** be left on the premises unaccompanied before 8:30am (unless they are booked into breakfast club) as there is no adult supervision before this time.
- Parents and visitors should **always** enter the school by the main entrance and sign in at the Office. Please do not be tempted to enter the school via any of the side doors or proceed directly to the classrooms.
- If you (or your non-school age children) need to use a toilet please do not use the children's toilets but come in via the Office and use the adult facilities.

Punctuality:

Please ensure that all children are in school by 8.50am. After 8.50am, children **must be** signed in at the school office.

Drop Off Lane:

To ease congestion along Horseshoe Lane West, we do operate a drop off lane in the mornings. If you wish to use this facility, you can drive into the school through the top gate (the gate nearest the Epsom Road), observing the speed limit of **5mph** maximum. There will be escorts on hand to bring the children to the playground between 8.30 and 8.50 each morning.

When exiting the school by car, you should only use the bottom gate. This is an automatic gate. Please drive slowly towards it and its sensors will detect your vehicle and open.

You should always turn **LEFT** when exiting. Your co-operation is needed to try and alleviate the congestion on Horseshoe Lane West. It is the responsibility of everyone to ensure that our children are safe coming to, and from, school.

Wet mornings:

On **wet mornings**, children should be taken to the **Junior Hall**, from 8.30am where a member of staff will be on duty. They will be collected from there by their class teachers.

Pick up at the end of the day:

- Reception children are to be picked up from the Infant playground (until later in the year). Please arrange to collect your Reception class child before older siblings.
- Key Stage 1 (Years 1 & 2) children will be taken to Funville (the Multi-Use Games Area) by their teachers, where they will be released to their parents.
- All Key Stage 2 (Years 3 to 6) children will be accompanied by their teachers to the meeting area behind the Junior Hall. To ease congestion in Horseshoe Lane West, we operate a staggered collection for Key Stage 2 where parents may collect their child(ren) between 3.20pm and 3.40pm.

If you have children in both Key Stages, the children in Key Stage 2 can walk up to meet their parent by Funville.



Children under the age of 8 should always be collected by an adult.

If you are going to be late for any reason, please notify the school office **by 3pm.** Your child will then be taken to the office at 3:20pm.

Clubs:

Can you please ensure that the school office is contacted via email (office@st-thomas.surrey.sch.uk) should your child not be attending their after school club or Tommy's.

For security and safety reasons it is important that we are made aware so our numbers remain correct. Children being collected from clubs should be collected from the main doors by Year 1 classes (by the Infant Hall).

Parking:

Unfortunately, there are no facilities for parents to park on the school site, unless you are a disabled-blue badge holder.

When parking in the surrounding area, especially Horseshoe Lane West and Greencroft, please remember:

- Do not park on the yellow lines
- Keep the yellow zig-zag lines clear at all times
- Do not cause an obstruction to private driveways or double park
- Always park with consideration for our neighbours

Some of the above are enforceable traffic offences and you may be fined or lose points on your licence!

PLEASE DRIVE AND PARK SAFELY for the sake of all of our children and neighbours.

Cycling and scooting:

Our cycle and scooter racks are open for those of you wishing to cycle or scoot to school – we suggest accompanying your child(ren) until they have had recognised training. Please remember to ensure your child(ren) wear a helmet and ensure the bike has a padlock and key!

Cycling proficiency classes in school are not offered until years 5 and 6.

REMEMBER – no cycling or scooting on the school grounds, please dismount at the gate.

THE SAFETY OF OUR CHILDREN IS OF PARAMOUNT IMPORTANCE