

Upland Primary School

'Working Together, Learning Together, Achieving Together'



Church Road
Bexleyheath DA7 4DG

Dear Parents/Carers

Important drop off and pick up do's and don'ts

We would like to remind you all of a few important do's and don'ts when dropping off and collecting your children.

- Please do not slow up outside the school gates and allow your children to hop out of cars and run in. We must put health and safety first on the school site and when coming in and out of the school.
- Please do not park on YELLOW road markings outside of the school. These are designed to keep the area clear for children coming in and out of school and who are crossing what is potentially a busy road.
- If collecting your child from the school office, please wait until they have been dismissed by a member of the office staff. Even if you can see your child and they can see you, they must not buzz themselves out of the doors. We need to be able to easily keep track of which children have been collected. Please be patient if it is busy.
- If you are in the reception area please refrain from holding the double doors open for any reason. The double doors outside the office are designed to keep the building secure and the children safe. They are not designed to be held open for long periods of time.
- If you need to come to the office AFTER you have collected your child, please do not send them in alone to collect letters, drop off money etc. You must come back in with them. We have no way of knowing if a child has their parent/carer with them or not so please stay with them once you have collected them.

Email:

admin@upland.bexley.sch.uk

Website

www.upland.bexley.sch.uk

Headteacher

Mrs B McKenzie

BA Hons, PGCE

Child protection and healthy and safety are always our priorities so thank you in advance for your cooperation.

Regards

Upland Team

Upland Primary School is part of the Unity Academy Trust (Company number: 10363519)

Registered address: Upland Primary School, Church Road, Bexleyheath DA7 4DG

Executive Headteacher Mrs V Marsh BA Hons, PGCE, NPQH

