



Crigglestone St James CE Primary Academy

Headteacher: Miss B Minor

St James Way, Crigglestone, Wakefield, West Yorkshire, WF4 3HY

Tel: 01924 251048

Enquiries: admin@stjamesacademy.co.uk

Teaching & Learning: assistanthead@stjamesacademy.co.uk

Safeguarding/Health & Safety/Attendance: safeguarding@stjamesacademy.co.uk

Special Educational Needs: senco@stjamesacademy.co.uk

www.stjamesacademy.co.uk

Registered Office: Crigglestone St James, St James Way, Crigglestone, Wakefield, West Yorkshire, WF4 3HY

Registered in England No. 8097265

An Exempt Charity

Changes to pick-ups at the end of the day

16th October 2024

Dear Parent/Carer,

I sent out a survey to you a couple of weeks ago to gain your opinions on our current drop off and pick up procedures. I would like to thank those who completed the survey, it is always helpful to know what you think is working, and to know what we can do to help.

I have looked through the results with Senior Leadership Team, and we have spent time reflecting upon and considering your viewpoints and suggestions. I will endeavour to respond and share any changes that will be made, moving forwards.

Drop-offs in a morning

70% of you responded saying that drop-offs in a morning work for you. It has been great to see parents coming through the gates and coming further into school grounds when dropping children off. Some parents prefer to stand at the gates and watch their child walk in, as it supports their independence. But I would like to remind you that you are more than welcome to come into the school grounds with your child. If you have any messages to pass on to your child's teacher, you can pass them on to an adult outside, who will always pass messages on.

As our drop-off procedures work for the majority of parents, **we won't be making any changes to our drop-off procedures.** I would like to share and respond to some of the questions asked.

Why can't we walk to our child's classroom door and pass messages on to the class teacher?

Our morning routines in the classrooms are well embedded and we focus on positive starts. The class teacher greets all children with a high 5, handshake, wave or hug (at the child's request). This gives the class teacher an opportunity to pick up on if a child is 'out of sorts' and they are able to have a quick chat with them in the classroom, or can talk to them later in the morning.

Unfortunately, we do not have 2 adults working in every class. If parents did speak with class teachers at the classroom door, it would mean that the children in the class are left unsupervised. It could impact on the morning routine and it may mean that some conversations with parents have to be cut short as teaching starts at 8:50am.

There are always several adults outside in a morning, including Wellbeing Champions and Senior Leadership Team. We greet children as they come into school, we can walk children to class if needed and we are always available to take messages from parents and pass them on to the relevant staff. Please do approach staff who are outside in a morning, as they will always do their best to help.

Some parents commented that they can't see their child enter the classroom, as they have to walk around the school building and so they aren't sure if children have entered school. Please be assured that there are adults available at various points around the playground who can support children, if needed, to ensure all children come into school. We always check that children are entering school and have procedures in place that we follow before we close cloakroom doors.

Why can't you open the gates earlier so that parents and children can come onto school grounds? The pavement is congested and I have to walk on the road with a pram.

Some of our children walk to school on their own. If they came onto school grounds earlier, it would be difficult to say who is responsible for them, especially if there is an accident, as school doesn't officially open until 8:40am.

Our gates open at 8:40am and close at 8:50am. Some of our parents have commented that it is quieter at around 8:45am and prefer to come a few minutes later. Parents have also commented that Gate 2 (the middle gate) seems to be more congested than Gate 3 (the bottom gate). Members of staff have also seen this. We ask that you use both gates to come into school and you give space to those with prams and pushchairs.

Pick-ups at the end of the day

When asked if pick-ups work for our families, there was a clear 50/50 split, with 50% reporting yes and 50% reporting no. Some of those who said it didn't work reported that it was very busy, it was difficult to see their child and the amount of people waiting made it difficult for some children to make their way to the adult collecting them.

Over the last couple of weeks, we have made a point of observing pick-ups and seeing it from your perspective. We have read through all comments received and have decided to amend the procedures we have in place for pick-ups, taking your feedback and suggestions on board. We will trial this next week (the week before half term). We know there will be teething issues, there always are when changing processes. Next week, we will look at what else may need changing and can then adapt the process, as needed, so that it is a little smoother after half term. We will continue to trial the new process next half term and will review the process before Christmas. We will let you know at Christmas if further changes need to be made.

What changes will you make?

From next week, parents will collect children from outside their classrooms (or as close to possible to them) to reduce the number of people waiting and congregating near the gates. Please see the map below which shows where pick-up points will be:



Reception – there will be no changes to pick-ups for those in Reception. You will continue to collect children from the little gate by the main office as normal.

Class 1: There will be no changes to pick-ups for those in Class 1. Children will come out of the door, as they do now. You can wait near to the ramp, as you do now.

Class 1/2: Children will come out of the wet bay (the middle door) between Classes 1 and 2. You can wait for your children opposite stage.

Class 2: Children will line up in the classroom and will come out of the door by the ramp. You can wait for children opposite the ramp.

Class 3: Children will line up in the classroom and will come out of their cloakroom doors. You can wait for your children near the 'boat' or the benches.

Class 3/4: Children will come out of school via the KS2 cloakroom, as they do now. Children will walk to the end of the building, by the windows of Class 5. Parents can wait opposite Class 5.

Class 4: Children will line up in the classroom and will come out of the fire door of their classroom which is on the right of the building. Parents can wait opposite the doors.

Class 5: Children will line up in the classroom and will come out of the fire door of their classroom which is on the left of the building. Parents can wait opposite the doors.

Classes 5/6 and 6: Children will come out of the fire doors in their classroom and will walk around the building to the meeting points in the playground (see the map above).

As now, if children can't see an adult, they will be asked to go to the back of the line. And if you want to speak with the class teacher, we ask that you wait until all children have been dismissed before speaking with them.

My child is in UKS2 and has permission to walk home on their own. Will they still be able to walk home on their own?
If permission has been given, children will still be able to walk home on their own.

I have children in different classes, where do I stand to collect my children?

If you have children in different classes, you should choose who you wish to collect first and wait for them, and then move to the next class, waiting in areas shown. If your child cannot see an adult, they will be asked to go to the back of the line, as happens now. We understand that pick-ups may take you a bit longer if you are having to collect children from more than 1 class. Teachers will not let children go until they have seen a familiar adult who has permission to collect them.

My child goes to Playcare at the end of the day. Where will Playcare stand to collect children?

The routines we have in place for those going to Playcare are well established. Playcare staff are able to mark children off as children go to them in an orderly fashion and safeguarding procedures are clear. Because of this, we will not be changing the procedures we have in place. School staff will walk younger children around to Playcare staff, and older children (UKS2) will continue to walk to Playcare staff, as they do now.

We won't be able to open the gates earlier, however, we hope that this will give much more space for our families and children, and will mean that you can have better contact with class teachers too. It is likely to be a little busy to start with, but we ask for your patience. We will have signs up on the school building, showing where each class will come out, and there will also be cones out (initially) with class names on, to help you find your child's class and areas to stand.

Members of the Senior Leadership Team will be about to help in the first few days, as well as to iron out any bits that we may have missed.

If your child comes to school on a bike/scooter, please leave them at the front of school, in the bike/scooter rack. It will be dangerous for children to ride bikes/scooters in the playground at the end of the day. We also ask that you don't let your children run around on the field but that you keep them with you. The playground is going to be busy and we want to avoid accidents.

We ask that once you have collected your child/children, you don't loiter but make your way out of school. One of the reasons for changing the procedures is to try and reduce congestion so we would like your help with this too. And please don't be offended if school staff do ask you to move on. We still need to lock the gates at the end of the day so we may give you a gentle nudge.

I would like to say thank you again for sharing your views and giving constructive feedback. We will always listen to parents and will look at adapting practices, where we can, to support our families.

Best wishes,



Beverley Minor
Headteacher