

At Enfield Heights Academy, we are KIND, RESPECTFUL, RESILIENT and BRAVE.
We are the Force for Positive Change.

27th February 2024

Dear Parents and Carers,

Re: Year 1 Morning drop-off at Palmers Lane

Just a reminder about our drop off and Collection arrangements at Enfield Heights Academy as advised in the letter from 8th September 2023.

Drop Off and Collection (2023-2024) unchanged.

Year Group	Start time	Finish time. Palmers Lane
Reception <i>*When full time</i>	8:45am (Pitfield Way)	3:10pm
Year 1	8:45am (Palmers Lane)	3:15pm
Year 2	8:45am (Palmers Lane)	3:15pm
Year 3	8:45am (Palmers Lane)	3:15pm
Year 4	8:45am (Palmers Lane)	3:20pm
Year 5	8:45am (Pitfield Way)	3:20pm
Year 6	8:45am(Pitfield Way)	3:20pm

Please note that this remains unchanged:

- No parents are allowed on site during morning drop off except for Reception.

This rule was relaxed during the first half-term for Year 1 as we understand that Year 1 parents wanted more time to ensure that their children get to their classroom safely. We also have an exception to this rule for pupils who have individual risk assessment in partnership with their parents.

Most of the children are fully settled now and happy to walk from the Palmers Lane gate to the classroom door. The gates and classroom doors open at 8.45am.

The children should form a single file line in the playground facing their classroom door if waiting. They are used to this routine as this is what they are expected to do during playtimes and lunchtimes.

There is always a presence of school staff in the playground and our gates are monitored by an adult.

Year 1 class has an internal risk assessment in place which ensures that children who are inside the classroom do not come out. Therefore, at times you might see the door only slightly open with a class adult behind it, opening it for the children.

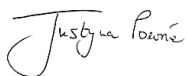
Please could I kindly ask that parents support us and observe the drop off rule. There should not be any traffic of parents walking from gate to gate across the playground.

I am confident that Year 1 team can answer any queries and resolve them in good time.

In everything we do at EHA, we strive to create a warm, friendly and kind relationships alongside high standards and high expectations for everyone.

Thank you for your cooperation and support.

Kind Regards,



Headteacher