



Shacklewell Primary School
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Executive Headteacher: Ms Nicole Reid
Headteacher: Mr Matthew Trahair

Friday 25th September 2026

Dear Shacklewell Families,

Re: Important Reminder: Morning Drop-Off and Afternoon Pick-Up Routines

I hope this message finds you well. I am writing to share a polite reminder regarding our morning drop-off and end-of-day pick-up procedures. These routines help us keep all our children safe, ensure a calm environment, and support a smooth start and finish to the school day.

Morning Drop-Off

- **Lining Up Area:** In the morning, children should head straight to their designated lining-up area to catch up with their friends and start getting ready for the school day. In the KS1 playground, once you have dropped your child off, we kindly ask parents to move behind the barrier to ensure that lining up can happen swiftly. The bell will ring at 8.55am so that classes can come into school promptly.
- **Play Apparatus:** Please remind children that they should not be playing on the play apparatus before school starts. We do not have our usual adult supervision procedures in place at this time, and it is important for children to begin transitioning into school modes of behavior. Access to the play apparatus is strictly restricted to designated playtime and lunchtime.

Afternoon Pick-Up

The same expectations apply at the end of the school day:

- **Exiting Promptly:** Once children have been collected by their families, we ask that you begin to exit the school grounds promptly.
- **Play Apparatus:** Children should not remain in the playground to use the play apparatus after dismissal. Leaving the premises promptly helps ensure that the end of the day remains calm and efficient for everyone, while allowing us to lock the gates on time.

Thank you so much for your continued co-operation and support with our beginning and end of day routines. If you have any questions, please get in touch with the leadership team via the school office.

Kind regards,

Matthew Trahair
Headteacher