



Hawber Cote Lane  
Silsden  
BD20 0JJ  
T: 01535 210666 / 653290



Dear parents and carers

We have been operating our drop off and pick up system for a couple of weeks now and, following the installation of our school gates, we are introducing the following changes with effect from Monday 24<sup>th</sup> January, which we hope will alleviate some issues.

Please may we remind you that the **speed limit within the whole of the school grounds is 5mph**. For the safety of all pupils, parents and staff, please respect this limit.

**Morning drop off:**

The pedestrian and vehicular gates will automatically open at 8:30am and remain open until 9:10am. Please do not arrive prior to this time as this will block Hawber Cote Lane & Dale View and do not obstruct the gates – entrance and exit may be required for staff and service vehicles.

The gates to the playground will open at 8:30am and be supervised by staff from 8:45am. Please note that if you leave your child in the playground between these times, there will not be any adult supervision and they are left at your own risk.

Doors into school will be open from 8:45am – 8:55am for you child to walk into learning during this time.

Should you arrive after this time, the only access into school is via the main office. You will need to bring your child to reception where they will be registered as present.

The following areas in school will be available for parking, so you can walk your child/ren to the school entrance:

- **For Nursery and Reception pupils only** – the first bay of the staff carpark. There are approximately 20 bays available.
- The last drop off zone, opposite the school field. There are approximately 5 bays available. You can park in these bays and walk your children into the playground/classroom door.

In addition to the drop off zones that are in place around the back of the school and down the side of the playground, we are opening up an additional zone **for drop off only**.

- The first pull in, next to the school (excluding disabled bays), can be used to drop off any year group child/ren. Please note that this may be closed at times should we need to reserve it for coaches.



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**Nursery Pick up at 11:45am:**

Pedestrian and vehicular gates will open at 11:40am. You can park in the first bay of the staff carpark and walk to collect your child from the nursery front door. On leaving the premises, you will need to do so via the main gates, which should still be open. If they have closed, just drive up to them and they will open automatically.

**Nursery drop off at 12:30pm:**

Pedestrian and vehicular gates will open at 12:20pm. You can park in the first bay of the staff carpark and walk your child to the nursery front door. On leaving the premises, you will need to do so via the main gates, which should still be open. If they have closed, just drive up to them and they will open automatically.

**After School pick up**

The pedestrian and vehicular gates will automatically open at 3pm. Please do not arrive prior to this time as this will block Hawber Cote and Dale View. Please do not obstruct the gates as these may be needed for the entrance and exit of service vehicles.

The gates to the playground will open at 3:10pm. Children will exit at 3:20pm and are supervised by staff, in their designated waiting area, until 3:30pm. After this time, you will need to park in a designated bay and collect your child from the main entrance.

To enable you to collect your child from their exit door/playground, the following additional areas in school will be available for parking:

- For Nursery and Reception pupils only – the first bay of the staff carpark. There are approximately 20 bays available.
- The first pull in, next to the school (excluding disabled bays) can be used to park so you can collect your child from the playground or designated door. Please note that this may be closed at times should we need to reserve for coaches.

Any cars that are parked within the school grounds are done so at the owner's risk.



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**Sprouts before and after school club:**

Please note there is no change to Sprouts drop off and pick up. The gates will be open at these times and you can park in the usual places.

We hope that these changes will improve some of the current issues that have been raised.

Kind regards

K.S Russell  
Headteacher