

Surrey Hills All Saints Primary School

an academy in The Good Shepherd Trust

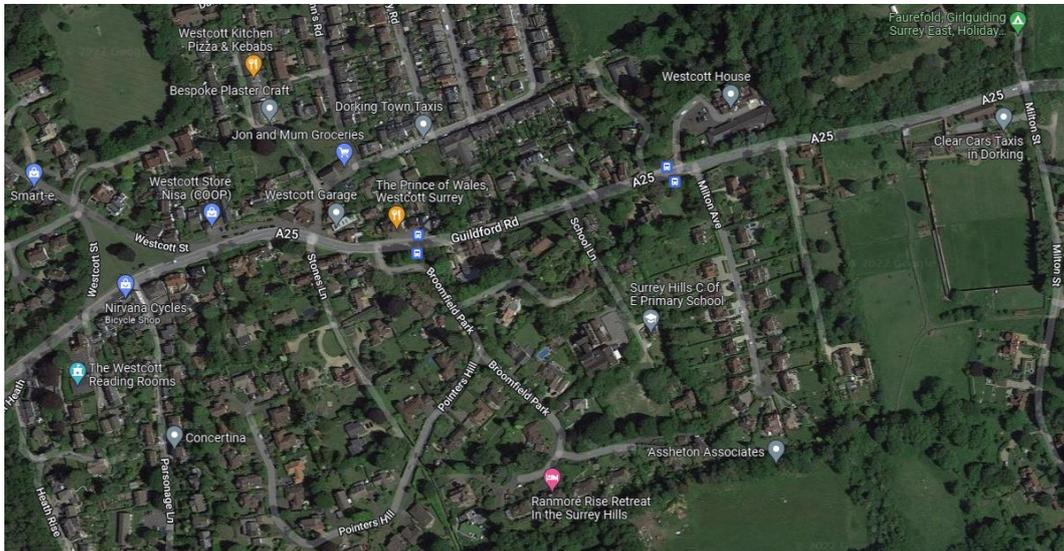
Headteacher: Mr Simon Coles

School Lane, Westcott, Dorking, RH4 3QF, Tel: 01306 881136, email: westcott@surreyhills.surrey.sch.uk
Abinger Lane, Abinger Common, Dorking, RH5 6HZ, Tel: 01306 730747, email: abinger@surreyhills.surrey.sch.uk
www.surreyhillsprimaryschool.org.uk

23rd March 2022

Dear Parents/Carers,

We are looking forward to welcoming all the Surrey Hills children to Westcott site on Thursday 21st April 2022 at the start of the Summer term. Please find the following information to support you and your children with the return to School on our Westcott site.



Our school day will start at 8:45am & finish at 3.15pm for Reception & Key Stage 1, and 3.20pm for Key Stage 2 pupils.

Starting the school day

Our main entrance gate will be open at 8:30am. The gate will close at 8:45am.

All children should be dropped off at the gate and they will make their own way to class where they will be greeted by their teacher. On the first day of term, and following days that week, an infant school teacher or teaching assistant will be on hand in the playground to meet and greet the infant school pupils and direct them to their new classes. We ask that parents do not come onto site unless prearranged.

At Westcott, we always have a member of staff on duty to oversee the children entering the school. This member of staff will have a log book to note verbal concerns or messages and this will be passed on to the office. If there is anything of a confidential nature we ask that you contact the school by email info@surreyhills.surrey.sch.uk or phone from 8:30am 01306 881136. We will arrange a call back or a meeting as appropriate.

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Finishing the school day

- If your child is in Reception, Year 1 or 2, you should pick up your child at the main school gate at 3:15pm. If you do **not** need to collect an older sibling please leave the site promptly.
- KS2 pupils should be picked up at 3.20 pm.
- Years 3 and 4 will be collected from the lower gate on the field and Years 5 and 6 from the main gate.
- If an older sibling requires collection, please wait outside the school gates for collection at 3:20pm.
- Children who have permission to walk home alone will leave the school at the same time as the rest of their class.
- Children travelling by bus or taxi will be escorted to the bus stop by staff as normal.
- Children using the *Walking Bus* will be escorted to the Sports Ground at Milton Street by school staff.

Play times and lunch break

Morning break times will be split across the year group phases and will be arranged around curriculum delivery and assemblies. All children will have a one hour lunch break from 12 - 1pm. All children will have their lunch (whether packed lunch or school lunch) in the hall, with times staggered to allow staff to serve and clear effectively. All the children will have outdoor play across the site, including the playground, Reception and KS1 Outdoor learning areas, the nature garden, the school field and our playground slope. This will be weather dependent and elements will be on rotation.

Pedestrian Access

The site has strictly pedestrian access **only** up School Lane as there is a covenant in place that states only school staff and school deliveries have right of usage. You are not permitted to drive up School Lane. Parents and children are required to walk up School Lane from either the north end where it joins the A25 or the pathways to the south. There are many pedestrian routes to take to get to school and we actively encourage walking wherever possible. This not only supports our determination to reduce parking pressures in Westcott, reduce traffic and subsequently lower levels of pollution but also provides health benefits for all. Walking to school truly does help our pupils get themselves ready for learning - exercising before the school day starts is a fantastic start.

School Bus/Taxi

This is operated by Surrey County Council (SCC). Parents and carers will need to contact SCC directly if unsure about any Abinger pupils who may be eligible for transport to Westcott by bus or taxi. The taxi or bus drop off/pick up time table will be communicated by SCC to parents. The school bus drops off at /picks up from the Westcott bus stop at the bottom of School Lane. Surrey Hills staff will continue to collect pupils from the bus stop at the beginning of the day and escort them to the bus stop at the end.

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Walking Bus



We will be trialling a *Walking Bus* with an option to drop your child off at 8:30am at the Westcott Sports Ground on Milton Street. School staff will walk the group of children to school via Milton Street, thereby avoiding the busy A25. This will run for a trial period for 2 weeks from 25th April 2022. Collection will be at 3:30pm. This will need to be booked in advance via the school office. Details will follow shortly for registration. We strongly encourage parents to make use of the *Walking Bus* as it helps us reduce traffic pressures at busy times in the village.

Prince Of Wales Car Park – prioritised for Reception and KS1 children

If you wish to make use of the Prince of Wales Car Park, we request that this is prioritised for our Reception and KS1 children and parents to minimise roadside walking for them. We have an informal agreement with the Prince of Wales landlord and thanks to his kindness we continue to benefit from this additional space. It is very important that we respect the needs of the pub and if there is a delivery that coincides with drop off or pick up, parents should wait for this to be completed. Thank you for your understanding, it is vitally important that we are respectful and mindful of our local residents and businesses.

Other Side Roads and Pull-Ins

There are a number of side roads and pull-ins that are available for short term parking and walking your child up to the school gate. Please be extremely mindful of the time limitations outside the shops – our usage impacts their trade and will contravene highway regulations if there is overstay of the allotted time. The local shops will be very pleased (and it will help the school a lot) if you make some purchases – they lose passing trade during peak traffic times. Please also be very mindful of residents' driveways and turning areas.

Bus Layby

The bus stops are **ONLY** for use by buses and taxis. Any pulling in and dropping off contravenes traffic law. The school bus uses the laybys on the A25 by Milton Avenue as a turning circle. If the laybys are blocked by parked cars, buses cannot turn around which causes significant problems for us.

If you have any further questions please do get in touch with us, by contacting the school office.

We thank you for all your support in these matters and look forward to welcoming all of our children to our Westcott site.

Kind Regards,

Mr Coles