

INMANS PRIMARY SCHOOL

Inmans Road
Hedon
East Yorkshire
HU12 8NL



Tel: 01482 899485
Fax: 01482 898897
inmans.primary@eastriding.gov.uk
www.inmansprimaryschool.co.uk

Chair of Governors: Mr David North

Headteacher: Mrs Sue Fellows

School Business Manager: Mrs Claire Bunker

2nd May 2019

Inmans Primary School Drop off

Dear Parents/Carers,

Drop off was introduced to reduce the congestion around the school and allow parents with younger siblings the opportunity to drop their child off without leaving the car. Parents across the school are welcome to use it, however please note the procedures for children in EYFS and KS1 (see below).

General Drop off procedure

Drop off is staffed by a school staff member and helped by Key Stage 2 helpers. Parents pull into drop off as far round as they can. Parents stay in the car. Children get out and walk towards the gate. Helpers will take younger pupils in (please see below).

Drop off Early Years & Key stage 1

The member of staff will direct the EYFS and KS1 pupils to the helpers to be taken in. **Very occasionally the member of staff may be required to perform first aid, comfort or assist a child. On these occasions it is up to the parent to either wait for an available helper or decide to park up and bring their child in themselves.** If you decide to wait for a helper please do not let your child leave the car/kerbside until a helper arrives.

If you wish to use drop off then please complete the form below to indicate that you have read the above and wish to use drop off. Please ensure you advise any other family members who may drop off on your behalf.

Yours sincerely,

Mrs S Fellows
Headteacher

Childs Name Class

I would like to use the morning drop off service. I have read and understood the above procedures.

Signed Print

Date



EAST RIDING
OF YORKSHIRE COUNCIL

