Alexandra
Primary School
Aspire, Perform, Succeed

Alexandra Primary School
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Head Teacher: Mr John Norton

2nd September 2025

Welcome to Alexandra Primary School. Please follow our drop off and collection procedures. Follow these instructions to keep children safe and prevent accidents.

Please walk on the left-hand side of any paths and don't stop on the paths as this can cause those behind you to stop and can cause issues. Enter and leave the site quickly.

Drop off:
Gates will open at 8.40am and close promptly at 8.55am – children must be in their classroom by 8.55am. After 8.55am your child is late and will need to come into school using the Denbigh Road entrance.

KS1 - Parents and children are to use the Denbigh Road entrance to drop off Infant children, Nursery, Reception, Year 1 and Year 2. If they have Junior Siblings they can come with you through the Denbigh Road gate and walk round to the Junior playground.

KS2 – Parents and children are to use the Tiverton Road entrance. Year 3 and 4 children will be met near the year group door, by a member of staff. Year 5 and 6 children can go straight in to the classroom from the playground.

Collection:
School finishes at 3.30pm for ALL children

KS1 - Parents are to use the Denbigh Road entrance to collect their children and leave the site back through the Denbigh Road Gate.

If parents need to collect KS2 siblings, collect the KS1 child first. Walk around to the KS2 playground, collect your KS2 child and leave the site through the Tiverton Road Gate.

KS2 - Parents to use the Tiverton Road entrance to collect KS2 children only. When you have collected your KS2 child please leave the site through the Tiverton Road gate.

Any child not collected promptly at the end of the school day, will be taken to Aftercare and you will be charged a late collection fee.

In the interest of safety, we ask that you collect your children and leave the site promptly through the correct gate. Children should not use any of our play equipment at the end of the day.

Thank you for your co-operation to safeguard the children at our school.

Mr Norton
Headteacher