



# Alexandra

Primary School

Aspire, Perform, Succeed

**Alexandra Primary School**

Denbigh Road, Hounslow, TW3 4DU

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Head Teacher: Mr John Norton



2<sup>nd</sup> September 2022

Welcome back to Alexandra Primary School, please follow our drop off and collection procedures.

### Drop off:

**Gates will open at 8.40am – children must be in their classroom by 8.55am**

**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, please 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.

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.

