



Fierté Multi Academy Trust

## Edge Hill Academy

Sycamore Road, Stapenhill, Burton-on-Trent, Staffordshire, DE15 9NX  
01283 247440. Email: [office@edgehill.fierte.org](mailto:office@edgehill.fierte.org)

Headteacher: Mr Simon Russell



Dear Families,

Today marked the return of our pupils to the new academic year 2024-25. Welcome back!

To ensure you are all aware of school timings and expectations for entrance and exit, please find the information below to support you in readiness for the new year.

School gates open	Start of Day – children enter class	Gate closes	Child <u>late</u> – enter via office	Child will now receive an <u>unauthorised mark</u> after this time.	Lunchtime	End of Day
8:40pm	8:50am	9:00am	9:00am–9:10am	9.10am	12:00pm - 1.00pm	3:25pm – Y3 3:30pm – Y4,5,6

### Entrance to school:

1. All gates are closed and the barrier down from 8:30am.
2. Bottom pedestrian gate will be opened at 8:40am. The main gate will stay shut or the barrier will be down in case vehicles drive on site during this period.
3. Children enter from the pedestrian gate and up the pedestrian pathway.
4. Children enter the playground from 8:40am.
5. The bell will go at 8:50am and children will enter school to prepare for the day.
6. The gate will then close at 9:00am.
7. If children arrive after 9:00am, they will need to enter via the office, giving a reason why they are late.

### End of the school day:

1. All gates closed into school.
2. Pedestrian gate opened at 3:20pm and parents move up pedestrian pathway.
3. Playground gate will also open and parents access playground to pick up children.
4. Year 3 to be collected at 3:25pm (1<sup>st</sup> term) from the playground.
5. Year 4, 5 and 6 to be collected from the playground unless permission has been given for children to walk home alone (**permission slip is on the back of this letter – sign and bring back ASAP**).
6. All parents and children to exit via the pedestrian pathway.

If you have any questions, please ask.

Kind regards,

Simon Russell



**Believe and Achieve, Shine Everyday**





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(Headteacher)

**Re: Travel arrangements and collection of children – 2024-25**

It is important for us to know how your child will be travelling home from school. At the bottom of this form, there is a section to let school know your child’s travel arrangements. Please sign and tick asap to let us know this.

Please be aware that all staff will be bringing their class outside for collection. Please bring the slip back by Friday 6<sup>th</sup> September otherwise we will expect you to pick your son or daughter up from their class teacher.

Please be reminded that if your child is being collected by an unknown adult then please provide a password. To do this, contact the office and agree a safe password which the person collecting your child will tell the class teacher so we can release your child at the end of the day.

We appreciate your support and want your children to be kept as safe as possible. If you have any questions, please ask.

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Name of child \_\_\_\_\_ Class \_\_\_\_\_

The travel arrangements for my child at the end of the day will usually be (please tick appropriate option below):

- Collection by parent / carer
- Collection by other adult – please specify who: \_\_\_\_\_
- Leave school site on their own and walk home alone (this includes walking down to the gate or to their car on their own)

Parent Signature: \_\_\_\_\_



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