

Dear Parents/Carers

Please take a moment to familiarise yourself with the safety procedures which are in place for picking up children by car at the end of the school day.

A one way system was introduced when the school was extended some three years ago. At the time, Police Scotland were instrumental in the devising of the procedures for pick up time to ensure the optimum of safety for each and every one of our boys and girls. The correct procedures, as advised by Police Scotland, are as follows.

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- Children are **not** allowed to come out the back entrance to walk into the queue of vehicles.
- Children are **not** to be brought from the side entrance round to the back as this will necessitate them having to walk through the traffic.
- Children are to be picked up from **the pavement** at the side entrance. Please ensure you are well round the corner before picking up. One of our posters reminds children how far up the pavement they are allowed to come.
- Please draw alongside the pavement into the furthest empty space
- If a space in front becomes vacant then please keep moving along to allow vehicles behind to draw up alongside the pavement.
- We would encourage you, as far as possible, to ask your children to enter your vehicle from the pavement side in the back door. We acknowledge that this will not always be possible due to there being other children in the back or if it is a three door car. In this instance, please ensure that your child **WALKS** on to the road remaining as close to your vehicle as possible. Please remain mindful of the fact that drivers behind you who are moving away from the kerb may not see your child.

There are days when we have a lot of visiting staff in school so please be aware that some of the cars alongside the pavement may be parked. If you cannot see a

driver and the vehicle in front of you is clearly parked then please move up into the furthest space.

I know that when you can clearly see your child is waiting and ready to be picked up it can be frustrating to have to wait until there is space next to the pavement to draw into but when it comes to the safety of all of our children, I am sure you will agree, you can never be too cautious.

Finally, please remember that some of them are only tiny and they do sometimes take a little longer than the older ones to get bundled into the car and strapped in safely.

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Yours sincerely

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