



The Federation of St Elphege's Catholic Schools

Mollison Drive, Wallington, SM6 9HY | Tel: 020 8669 6306 | www.stelphegeschools.org.uk

Executive Head Teacher: Mr Martin Jones

Head Teacher: Mr Laurence Hawkes

Deputy Head Teachers: Mrs R Duffy & Mrs N Hawkes

Thursday, 19 September 2024

MORNING DROP OFF ARRANGEMENTS - FROM MONDAY 23RD SEPTEMBER

Dear Parents and Carers,

From Monday morning, we will resume our usual routine of parents/carers dropping all children at the top gate, on Mollison Drive, from 8.20am when the gates open. This will ensure that the children come into school smoothly and safely. There has been some feedback from parents about the middle gate being blocked by parents dropping off children.

As you know, there are always members of the Senior Leadership Team on the gates and staff staggered along the playground to ensure all children walk down into class safely.

For Reception children, the Reception staff will be out on the playground to greet the children and take them into the classroom.

If you need to send a message to the teacher, you can do so via the staff on the gates or speak to the teacher at collection at the end of the day.

Please remember that the gates close at 8.40am. If you arrive after this time, you will need to drop your child at the main office.

We would like to thank you for your continued support.

Yours sincerely

Mrs R Duffy
Deputy Head Teacher