



Thomas Fairchild Community School
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Executive Headteacher: Ms Nicole Reid
Headteacher: Mr Matt Trahair

Monday 3rd November 2025

Dear Thomas Fairchild Families,

Re: Drop off and pick up arrangements

I hope that you had a lovely half term break and that your children start autumn 2 feeling refreshed and energised. As we start back at school, I am writing to remind families of our drop off and collection arrangements for children at Thomas Fairchild. Thank you for your continued support and for ensuring that your children arrive at school on time everyday.

Please remember that:

- Our main gate on Napier Grove opens at **8.45am** in the morning. This provides an opportunity for children to enter the playground and spend time catching up with their peers (except for Year 6 who will now head straight to their classroom). This is also a time when parents can catch up with class teachers before the start of the school day.
- To ensure we maximise learning time, the bell is rung promptly at **8.55am** and children head straight to their classrooms to begin their learning.
- The gate is locked at **9.00am**. If families arrive after this point they should go around to the Forston Street entrance. Children will be recorded as late.
- The school day finishes at **3.30pm**. The main gate opens at **3.20pm** so that parents can come into the playground to wait for classes to be dismissed. Please ensure children have said goodbye to their class teacher before leaving.
- If another adult is collecting children, please ensure the school office is notified beforehand.
- If parents have decided that children in year 5 or 6 are allowed to return home alone, the school office must be notified so we are aware of this arrangement.

In some cases, you may need to drop off your child at the **Forston Street** entrance, for example if they are attending breakfast club, if they are late, if they are a PM nursery child. When collecting or dropping off children at the Forston street entrance, please remember that:

- Adults should not come past the sliding doors or enter the school.
- Children should leave their bikes/scooters by the door to the playground. The site manager will put these in the bike shed.
- Nursery children will be supported to their class by school staff.

Thank you for your understanding and support. If you have any questions about these arrangements, please do not hesitate to contact the school office to arrange a meeting with me.

Kind regards,

Matt Trahair
Headteacher