



Ripon Road, Bushbury Lane, Wolverhampton, WV10 9TR
Tel: 01902 556486
Headteacher: Mrs R Nash

Bushbury Lane Academy

Email: Office@bushburylaneacademy.co.uk
Website: www.bushburylaneacademy.co.uk

Inspiring the Future

21st November 2025

Dear Parents and Carers

Following careful consideration, we are writing to inform you that a final decision has been made regarding the morning drop-off and afternoon pick-up procedures. These arrangements are designed to ensure the safety and wellbeing of all children, which remains our highest priority.

Morning Drop-Off Procedures

- **Both school gates will be open.**
 - Mr Cooper will open the bottom gate at 8:35am and be available for any conversations that may be required. In his absence, a senior member of staff will be available.
 - A teaching assistant will be present at the top gate to ensure pupils and parents/carers enter safely. This gate will be opened earlier to allow children to access breakfast club.
- **Entry points for children:**
 - EYFS pupils will enter via the EYFS classroom doors.
 - Year 1, 2 and 3 pupils will enter via the Year 1 entrance.
 - Year 4, 5 and 6 pupils will enter via the school hall entrance.
 - A teaching assistant will be available on the doors to take any messages you may need to pass on.
 - **No other doors will be opened.** This measure ensures that safeguarding remains at the forefront of our practice.
 - Mrs Nash will also be available to speak with on the playground, when her schedule permits.

Afternoon Drop-Off Procedures

- **Both school gates will be open**
- Pupils will use their current point of exit
- The bottom gate will be opened at 3:25pm
- The top gate will be opened at 3:25pm

The later opening of these gates is to help us safeguard children who may be accessing the playground or walking between school buildings.

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Road Safety Reminder

We must also address a serious concern. Recently, we have witnessed extremely unsafe driving during drop-off times. This poses a significant risk to our children, families, and staff. Please be reminded:

- Unsafe driving will not be tolerated.
- There should be no parking in front of the school office or in front of staff cars. By doing this, you are parking across a pavement. This is illegal.
- Individuals engaging in such behaviour will be spoken to directly.
- Continued unsafe driving will be reported to the police.
- Please refer to the parent code of practice regarding 'inappropriate language'. We will not tolerate verbal abuse towards staff and visitors, nor to other parents or members of the community.

We appreciate your cooperation in following these procedures and helping us maintain a safe and secure environment for all. Thank you for your ongoing support in prioritising the safety of our school community. These measures will come into place from **Monday 24th November 2025.**

Yours faithfully

Mrs Nash
Headteacher

Mr Cooper
Assistant Headteacher

