



Billingshurst Primary Academy

Headteacher: Ms Marion Ley

Station Road, Billingshurst,
West Sussex RH14 9RE

Tel: 01403 782789

E-mail: office@billingshurstprimary.org.uk

Website: www.billingshurstprimary.org.uk

Ambition
Belonging
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Morning Drop-off Routines

Dear Parents and Carers,

We hope you are looking forward to the summer break.

As we look ahead to the new academic year, we wanted to share with you some important changes to our morning drop-off routine, designed to support the wellbeing and emotional development of our children.

Over this year, we have observed an increase in separation anxiety among children at morning drop-off. In response to this, we have worked closely with the team at *Thought-Full*, The West Sussex School's Mental Health Team, who have spent time observing our morning drop-off routines and offering advice rooted in current child development research.

Following their assessment, one clear recommendation has emerged: to help ease anxiety and promote confidence and independence, it is beneficial for children to say goodbye to their parents and carers before they reach the classroom door. This simple shift can help children transition into the school day more smoothly and positively.

With this in mind, we will be introducing the following drop-off arrangements from the start of the new school year:

EYFS

Children in EYFS will follow a **phased approach** to support their gradual transition. More detailed information will be shared directly with EYFS families.

Years 1 and 2

Children in Years 1 and 2 will say goodbye to their adults at a clearly **marked point on the playground**. From there, they will walk independently to their classrooms, where they will be greeted warmly by their class teacher or teaching assistant.

Key Stage 2 (Years 3–6)

Children in KS2 will say goodbye to their adult at the **KS2 gate**, and walk across the playground independently. For parents and carers who wish to remain nearby, you are very welcome to wait on the top playground and wave to your child as they make their way into class. For those children who have younger



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siblings that will be accessing the school through the infant gate, they can say goodbye to their adult on the KS1 playground as above.

Children who have specific arrangements i.e for the Nest or Nurture rooms, will continue as before.

To support this transition in the first weeks of term, members of the Senior Leadership Team will be positioned along the pathway linking the classrooms, to offer a friendly and reassuring welcome to all children as they arrive. KS2 teachers will also be at their classroom doors to welcome their classes each morning.

Communication with Teachers

We understand that parents/carers may have important messages or information to pass on to your child's class teacher, we kindly ask that you do this via the **year group email address** or speak to a **member of the Senior Leadership Team** at the gate. This will ensure teachers are able to focus on welcoming children into the classroom calmly and promptly.

We understand that change can take some adjustment, and we are committed to working closely with you to support your children in feeling confident, calm and ready for learning each day. Thank you, as always, for your continued support and partnership.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'M Ley', with a stylized, flowing script.

Ms Marion Ley

Headteacher