

Horn Park Primary School

Alnwick Road, Lee, London, SE12 9BT

Tel: 020 8857 5003

Email: hornpark@compassps.uk

Website: www.hornpark.compassps.uk

Headteacher Jack Green

Deputy Head Victoria Wood



1st September 2026

Drop off and pick up arrangements for the new academic year

Dear Parents and Carers,

As we look ahead to the new academic year and welcoming children into school on Thursday, I would like to share some information about our drop-off and collection arrangements.

From Thursday, parents and carers will continue to be welcome on the playground at morning drop-off to accompany their child to their classroom entrance. We kindly ask that families use this time for a prompt drop-off so that children can begin their day calmly and independently. From 8.45am, teachers are engaged in important work that supports pupils' learning and wellbeing, including teaching, feedback, intervention groups, pastoral check-ins and focused support for individual children. Protecting this time helps us make the very best use of staff expertise and ensures that every child receives the support they need at the start of the school day. If there is an urgent message that needs to be shared, leaders on the gate or playground will be happy to help, or messages can be passed via the school office either in person, by phone (020 8857 5003) or via email to hornpark@compassps.uk

To support a smooth and efficient start to the day, **all children in Key Stage 2 (Years 3–6)** should enter the building through the doors opposite the ball court.

At the end of the school day, parents and carers will continue to collect children from the playground.

Collection points will be as follows:

- Reception, Year 1 and Year 2: from classroom doors
- Years 3 and 4: from the trim trail area
- Year 5: outside the library
- Year 6: by the doors opposite the ball court

I would also like to take this opportunity to remind families that Horn Park remains a phone-free school. We encourage parents and carers to keep mobile phones out of sight while on site. This includes using hands-free headphones to continue phone conversations, so that we all keep awareness of children, staff and other families and to support positive interactions within our school community.

Horn Park Primary School

Alnwick Road, Lee, London, SE12 9BT

Tel: 020 8857 5003

Email: hornpark@compassps.uk

Website: www.hornpark.compassps.uk

Headteacher Jack Green

Deputy Head Victoria Wood



Collection time provides a valuable opportunity to connect with your child, talk about their day and strengthen those important home-school conversations. In addition, restricting the use of mobile phones on site is an important safeguarding measure which helps us protect the privacy and safety of all children and families within our community.

Our aim is to ensure calm, safe and purposeful starts and ends to the school day whilst making the very best use of staff time for teaching and supporting pupils.

Thank you, as always, for your continued partnership and support.

Kind regards,

Jack Green
Headteacher