

Head Teacher: Mrs Jane Douglass

North Downs Primary School  
 Brockham Village, Wheelers Lane, Brockham, Surrey RH3 7LA  
 Betchworth Village, The Street, Betchworth, Surrey RH3 7DJ  
 Leigh Village, Tapners Road, Leigh, Surrey RH2 8NN

Be the best you can be, every day

Email: [info@northdowns.surrey.sch.uk](mailto:info@northdowns.surrey.sch.uk) Telephone: 01737 843384

Parents/Carers

Wednesday 3<sup>rd</sup> September 2025

I hope you are all well and have managed to have a safe and restful break. We are very much looking forward to welcoming everyone back this week. The normal gates will be in use for drop off and collection each day:

### BROCKHAM

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
1	8.40 onwards	Main entrance	3.00	Main Entrance
2	8.40 onwards	Main entrance	3.00	Main entrance
3	8.40 onwards	Small gate adjacent to Mr Berwick's House	3.15	Small gate adjacent to Mr Berwick's House
4	8.35 onwards	Main entrance	3.15	Main entrance
5	8.40 onwards	End gate near the school field and playground	3.15	End gate near the school field & playground
6	8.35 onwards	End gate near the school field and playground	3.15	End gate near the school field & playground

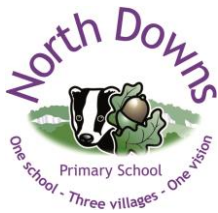
### LEIGH

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
1	8.40 onwards	Pedestrian Gate	3.00	Pedestrian Gate
2	8.35 onwards	Pedestrian Gate	3.00	Pedestrian Gate

Leigh parents/carers - even if it is open, **PLEASE DO NOT** walk through the large gate, which provides vehicular access to the playground. Cars are often using this entrance at the start and end of the day so please just use the pedestrian gate.

- Please try to adhere to your child(ren)'s drop off times. **These arrangements have been made to alleviate congestion outside the sites.** We realise that for parents who are dropping at multiple sites this may not be possible but your understanding and cooperation with **these arrangements are crucial if we are to keep everyone safe.**





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- Siblings can be dropped off at the same time. **However, please use their designated gates for them to enter and exit by.**
- Parents are encouraged to drop off their children at the gates, rather than coming onto site in the mornings. If you have any messages to pass on, members of staff will be available outside every morning.
- At the Brockham site, please avoid parking on Wheelers Lane or The Smithers.
- Alternatively, please email the school office [info@northdowns.surrey.sch.uk](mailto:info@northdowns.surrey.sch.uk)
- Early Birds at Leigh, Breakfast Club and Moles at Brockham begin on Monday 8<sup>th</sup> September.

## Polite reminders

- We would like to ask for your support and cooperation in ensuring the children wear correct school uniform. Hoodies are not part of our day-to-day uniform and should only be worn on PE days. When it is a PE day, we ask that the children come to school wearing their PE kit/tracksuit bottoms/sweatshirt or PE hoodie. We would also appreciate it if children wore North Downs PE kit (purple shorts & white T-shirt) on PE days rather than other branded/logoed items, which are often not named. You will be made aware of PE days via the 'Welcome to our Year Group' information (see below).
- Children should wear school shoes on non-PE days. However, while we are still able to play on the fields, we suggest junior children bring in a pair of trainers for football.
- All belongings need to be named - uniform, lunchboxes, water bottles, coats etc. We collected a huge amount of lost property during last year which was unnamed and therefore remained unclaimed.
- If older children who are walking home need to bring in a mobile phone, a permission from **MUST** be completed and sent to the school office, and please **only send them in if it is absolutely essential**. Phones must be handed in first thing in the morning to be kept securely until collection time at the end of the day.
- A little reminder, daily fruit is no longer supplied for children once they move into the junior part of the school. Therefore, you may wish to send your child in with a **piece of fruit or healthy snack** for break times, not biscuits, sweets, crisps or nuts. We have adopted a "Nut Free Policy" at our school as we have a number of children in the school with nut allergies. For some of our children contact with nuts puts them at **severe** risk. Therefore, **NO** food products containing nuts should be brought into school.
- Children are encouraged to bring in water bottles but water only please - no squash or juice.
- Necklaces, bracelets and rings of any kind should not be worn in school as they are easily damaged or lost and we cannot be responsible for their security. Studs in pierced ears are permissible, but they **must** be removed for P.E. ideally prior to coming to school. School staff are not permitted to remove them. In the same way we ask that children do not bring toys into school as these too are often easily lost, damaged or broken.

See you all on Thursday!

Yours sincerely

Mrs J L Douglass  
Headteacher