



6 November 2020

Dear Parents and Carers,

### **Important - notification of changes to collection and drop-off arrangements**

As the Country goes into a second National lockdown, it is extremely important that you help us to keep our school open safely. We have put many protective measures in place for the safety of staff, children and families. The majority of these are working successfully, thank you for your support with this.

We have identified two areas in which we can improve safety and they directly affect you. These changes will help us to minimise the large 'gatherings' at the start and end of the day (despite our staggered drop-off and entry times), and enable you to be safe. The changes come into effect from **Monday 9<sup>th</sup> November**.

### **Drop-off in the morning**

All parents/ carers will enter the school site via the gate at the top of Cross Road, and follow the path down to school, as usual. **All children from Year 1-Year 6 will enter through the main school entrance and walk to their classroom unaccompanied. Parents will leave the site via the 'cut through' to the exit gate at the bottom of Cross Road, without coming onto the playground.** This means you will not have to walk all around the school building!

We would like children from Reception to become independent enough to do this as well, as soon as you feel they are ready. By Christmas, only Nursery parents will be able to enter the site in the morning, so please try to encourage your Reception child to leave you at the main gate. There will be staff available to assist with this if needed.

### **Collection in the afternoon for Year 3 and Year 4**

We have changed the collection point for Year 3 and Year 4 to stop some of the congestion. The timing of their collection remains the same. Parents of children in these year groups will enter the MUGA (fenced games area) by the double gates to wait. (Please keep the centre aisle of the MUGA free and do not stand in the yellow hatched box on the MUGA when waiting). Teachers will bring the children to this area at the end of the day to be released.

### **Additional exit**

We have developed a new exit point as well! Between 3.00 and 3.25pm, you can now leave the site via the gate at the top left hand corner of the MUGA, by the garden steps. You walk up the wooden steps (socially distancing, of course!) and we will open the electronic double gates. You continue up the main driveway and leave the site at the top of Cross Road. No entry will be allowed for pedestrians through this route, and no cars will be allowed to enter or exit at these times. **This is in addition to our existing 'one-way system' exit, which will still be in operation, and which provides disabled and accessible route for parents.**

**These measures remain unchanged, and are essential for your safety**

- **Wear a face covering** when entering and whilst on the school site.
- **Socially distance** from **all other** parents, on the playground, **and when walking round the one-way system**. Keep to the distance markings on the ground to help you with this.
- **Only 1 parent/ carer is allowed on site**
- **Keep all your children closely by your side at all times** when on the school grounds. We should not see children running ahead of you, on the play equipment, climbing onto the low wall or swinging from the railings.
- **Arrive and leave at the allocated time** – this is the time for your **earliest child at drop-off** and your **latest child at collection**. You should collect / drop-off **all your children at the same time** to avoid gathering.

**Reminder of drop-off / collection times**

| <b>Year group</b> | <b>Drop off time am</b> | <b>Pick up pm</b> |
|-------------------|-------------------------|-------------------|
| <b>Nursery</b>    | <b>8.40</b>             | <b>3.15</b>       |
| <b>Reception</b>  | <b>8.50</b>             | <b>3.00</b>       |
| <b>Year 1</b>     | <b>9.00</b>             | <b>2.55</b>       |
| <b>Year 2</b>     | <b>8.50</b>             | <b>3.00</b>       |
| <b>Year 3</b>     | <b>9.00</b>             | <b>3.10</b>       |
| <b>Year 4</b>     | <b>8.40</b>             | <b>3.15</b>       |
| <b>Year 5</b>     | <b>9.00</b>             | <b>3.10</b>       |
| <b>Year 6</b>     | <b>8.40</b>             | <b>3.15</b>       |

I hope these changes will alleviate the congestion that occurs at the end of the Key Stage 2 day, and will support you to keep your distance from others and to stay safe.

Please email the school office if you are concerned about how any of these changes will affect you or your child.

With best wishes,



Mrs Fiona Daykin  
Headteacher