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1st September 2020

Drop off and Pick up Procedures

Dear Parents/Carers,

Following on from my earlier letter (sent on 5th August), I am writing to provide some further details regarding the drop off and pick up arrangements that will be in place from 3rd September 2020.

As I stated in my previous communications, we will now be operating with staggered drop off and pick up timings to reduce the number of people in the school vicinity to aid social distancing. Please ensure you arrive at school at your drop off and pick time. For those arriving by car, this will be vital as it will allow the next timetabled group to have enough time to park and enter the school at their designated time. If parking in the cricket club car park, please ensure you leave promptly in order to avoid people being blocked in. Also, please **do not block in cars** parked in the parking bay opposite school even if it's for a short time. This will ensure the safety of all those in the school community and we thank you for your cooperation with this.

In the interests of everyone's safety, we require all families to observe the following:

1. Only one parent/adult per family may enter the school playground at pick up times only.
2. Children must be kept by your side at all times whilst on site (regardless of their age).
3. We ask that you socially distance from other families when lining up to collect your child/children.
4. After you have collected your child/children, we ask that you exit the site quickly and safely. Please do not stay on site to speak to other families.

The table below confirms the timings for children's surnames and location.

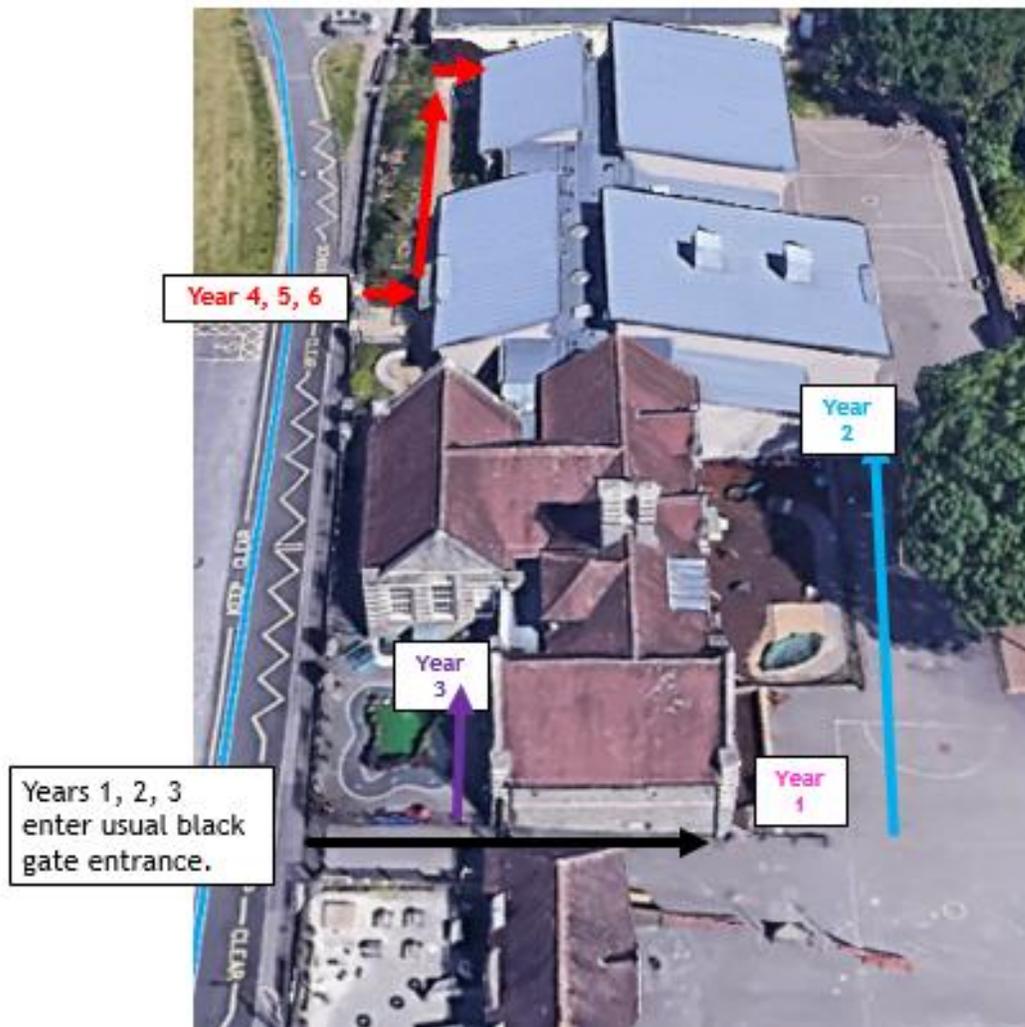
Drop off time	Place	Collection time	Place	Group
8.40am	Y1,Y2,Y3 – main black gate to playground	3.10pm	Playground	A – E
8.50 am	Y4, Y5, Y6 – side entrance by office	3.20pm	Playground	F – M
9.00 am		3.30pm	Playground	N – Z



Drop off Procedures:

Parents/carers will not be permitted onto the school site during the drop off period. Members of staff will be at both gates to welcome the children into school. There will also be members of staff at the entrances into the building and in the playground to welcome the children and show them where to go. The image below shows where each year group will enter the building.

- Years 4, 5 and 6 entrance is the side gate located by the office school entrance and is marked in red below. Distancing markings are on the path to encourage keeping a safe distance from the children in front of them.
- Years 1, 2 and 3 entrance is the usual black gate entrance which leads onto the main school playground. Year 3 will enter the school building through the small year one playground immediately on the left hand side. Year 1 will enter via the door which then leads up to the Year one stairs. Year 2 will walk past the Reception playground and enter the building via the main stairs.



Pick up Procedures:

At pick up time, parents/carers **will be able to enter the school playground**. There will be a **one way system** in place. Please **enter via the Hambrook Hedgehogs gate**, walk through the Hambrook Hedgehogs playground and into the main playground following the yellow arrows shown below. Please then join the line of your **eldest child** from the back of the parents' line. There will be socially distanced markings for parents/carers. Face masks are not currently mandatory but parents/carers may wear a mask if they wish. The class bubbles will be distanced from one another and members of staff will be there to facilitate the pick up procedures while teachers remain in the classrooms.

Please then follow the white arrows shown below to **exit the school playground by the main black gate**. Please leave the school playground as soon as you have your children with you.



We would be very grateful if you could speak to your child/children to explain where they will enter the school building. The children who returned to school during Term 6 adapted really well to the changes in place and I want to reassure all parents that all members of staff around the school site will put your child/ren at ease when they return and all teachers will be in the classrooms to welcome the children into their new year group.

Despite the changes that we have had to put in place, we know the children will enjoy being back in the classroom with their friends and teachers and we are really looking forward to having all the children back.

With very best wishes

Emma Cholmondeley
Acting Head Teacher

