

## Birchwood Primary – New arrangements from Monday 7<sup>th</sup> September

### Changes to Family Arrival and Collection Times

**Please - We need your help to keep all our children safe!**

#### Changes to staggered start and finish times:

Making changes to school procedures so early is the last thing that we wanted to do and we apologise for this. Unfortunately, due to too many families not sticking to their family windows, we are having large numbers of families gathering and waiting outside our school gates before 8:30am and again at 2:40pm.

We are worried that this may cause an accident and the last thing we want to happen is for anyone to get injured or hurt. To support this we have increased the length of the arrival and collection windows.

Year Group	Arrival Window	Collection Window
Reception	8.30am - 8:40am	2:40pm - 2:50pm
Year 1	8.30am - 8:40am	2:40pm - 2:50pm
Year 2	8.40am - 8:50am	2:50pm - 3:00pm
Year 3	8.40am - 8:50am	2:50pm - 3:00pm
Year 4	8.50am - 9:00am	3:00pm - 3:10pm
Year 5	8.50am - 9:00am	3:00pm - 3:10pm
Year 6	8.50am - 9:00am	3:00pm - 3:10pm

#### Arrival at school

**Our school gates do not open until 8:30am. Please do not arrive at school before 8:30am to avoid having to wait and gather outside of our school gates. Please also do not arrive before your earliest family arrival window.**

If you have more than one child attending school, then please arrive at school at your family's **earliest window**. We are happy to have older siblings in class earlier.

#### Collection from school

**Our school gates do not open until 2:40pm. Please do not arrive at school before 2:40pm to avoid having to wait and gather outside of our school gates. Please also do not arrive before your latest family collection window.**

If you have more than one child attending school, then please collect your children at your family's **latest window**. We are happy to have younger siblings in class for longer.

**Children will not be dismissed by their teacher until the end of their school day.**

#### Health and safety of our children

**PLEASE , PLEASE , PLEASE** help us to help you to keep your children and everyone else's children safe, by sticking to your family arrival and collection times.

On Monday 14<sup>th</sup> September we will be having another 60 new Reception children and their parents joining us at Birchwood. This will increase the number of people coming onto our school site and therefore we all need to do our bit to keep everyone safe.

Many thanks for your continued support and understanding.