

20 October 2020

Dear Parents and Carers,

Social Distancing and End of School Day

Many aspects of our return to school have been greatly successful and we thank you for your support in making this happen. Certainly, I am sure you will agree, it is vital that we all work together to keep our children, parents, staff and the general public as safe as possible. It was evident yesterday that we need to improve the afternoon end of day process.

In order to achieve this, we would kindly request that we all adhere to the following rules:

- Please arrive at school during your allocated 5-minute time slot, this will help to limit the amount of people gathering outside of the school entrance. A reminder of the allocated times are shown below:

Group 1: **08:30-08:35** and **14:45-14:50** – **Surnames A - H**

Group 2: **08:35-08:40** and **14:50-14:55** – **Surnames I - P**

Group 3: **08:40-08:45** and **14:55-15:00** – **Surnames Q - Z**

Mrs Evans (Cherry Class): 08:30-08:45 and **14:30-14:45**

Miss Penny (Apple Class): 08:45-09:00 and **14:45 - 15:00**

Nursery arrival and departure times remain unchanged.

- Only 1 parent per child should arrive at the school gate and parents should leave as soon as their child has entered the school property with staff.
- Stay in line, without crowding forward to collect children, even if trying to move out of the way e.g. with buggies etc. Your child will be brought across to you so that there is a clear pathway for pupils coming out of school to exit clearly. KS2 (Y3-Y6) parents, Aldi side of school gates, KS1 (Y1-Y2) parents, Sandy Park side of school gates. If you have children in both key stages, please wait for KS1 pupil first. EYFS parents (Nursery and Reception) to collect EYFS pupils first then older siblings will be brought to you on return in pedestrian lane of car park on exit.

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Sandy Hill Academy, Sandy Hill, St Austell, Cornwall PL25 3AT

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Registered Office: Aspire Academy Trust, Unit 20, St Austell Business Park, St Austell, Cornwall PL25 4FD

- Families of children in our reception classes need not queue with the Key Stage 1 or Key Stage 2 families, you may proceed directly to the reception class collection area at your scheduled time.
- Families should maintain social distancing at all times and it is important that when you come to school, you are not mixing with other families or stopping to have conversations.
- To make the pavement safer for everyone, where possible, please stand on the grass area beside the fence or, if wet, the grass side of the pavement. This ensures the footpath is kept as clear as possible for the general public and parents exiting school with their children.

We appreciate the majority of parents are already following the above guidance, but want to be sure we're all clear on the planned routine so no-one is inadvertently putting themselves or others at risk. If we all follow the guidelines it will help to reduce transmission and impact to our local community.

Thank you, as always, for your ongoing support and co-operation.

Kind regards,

Mrs B Rundle
Head of School

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