

12 October 2020

Dear Parents/Carers,

Arrival and departure from school – revised schedule

It has now been five weeks since the children have returned to school for the Autumn term, with the children adapting well to the measures and changes put in place to ensure everyone is kept as safe as possible.

One of the major changes made has been the staggered start and finish times of the school day. Having reviewed how well this is working, we would now like to reduce the 30-minute arrival and departure window to 15 minutes instead. This change will take effect from Monday 19 October.

For the main school, excluding nursery and reception, the start and finish times will still be staggered (based upon surname alphabetically), however, the timings will now be as 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**

Our reception class timings are as follows, unless your child has a sibling in another year group, in which case you can collect your reception child at the same time as your eldest child:

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**

Our nursery arrival and departure times remain unchanged. Our route plans and designated collection/drop-off points are also still the same.

We would very much appreciate if you could arrive on time during your allocated time slot, in order to reduce the volume of people on site and avoid congestion.

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Please also adhere to social distancing guidance, respecting others' personal space, ensuring your child remains beside you at all times.

If you happen to arrive late at school, please notify the school office of your arrival and they will then arrange for a member of staff from your child's class to come and collect them from their designated collection area.

Please may we remind our families to exercise caution when driving to school. Vehicles are not permitted on to school premises, nor should there be any vehicles parking or turning in the entrance to school or stopping on the hazard lines outside of the school. With such numbers of pupils using the crossing and main entrance to school, we need to be mindful of everyone's safety.

Should you have any queries, please do contact us via phone or email (hello@sandyhill.org.uk).

Thank you all for your support and understanding during this time.

Yours faithfully,

Mrs B Rundle
Head of School