



Shirley Community Primary School

Shirley Pre-School

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Headteacher: John Cattermole
Deputy Headteachers: Diane Mitchell & Suzanne Wernham

Dear Parents and Carers

Tuesday 6th October 2020

Opening and Closing Times – from Monday 12th October

I am writing to thank you for your cooperation and support over the past few weeks, as we work hard to follow all of the Government COVID-19 guidance, and ensure everyone can enter and leave our site safely. The systems have been running well, and everyone understands the importance of keeping a safe distance, and dropping or collecting their child safely, then leaving the site quickly.

We have reviewed our procedures and feel that there is no longer the need for such a large dropping off and collecting window, nor for such a large gap between the two sessions. As things have embedded in well it is now sensible to move to shorter times, especially with the weather turning colder, and mornings/afternoons becoming darker. We are reducing opening and drop off times from 15 minutes to 10 minutes, and the time the gates are closed from 10 minutes to 5 minutes.

From Monday 12th October, our Opening and Closing Times will be as follows:

Opening and Drop Off

Even: EYFS/Y2/Y4/Y6:	8:45 to 8:55am
Gates closed:	8:55 to 9:00am
Odd: Y1/Y3/Y5	9:00 to 9:10am

Closing and Collection

Even: EYFS/Y2/Y4/Y6	3:00 to 3:10pm
Gates closed:	3:10 to 3:15pm
Odd: Y1/Y3/Y5	3:15 to 3:25pm

Walking through the playground/around

If you have children in the same odd or even group, and therefore have 10 minutes for two year groups, then you will be allowed to walk through the playground, provided you keep your distance.

However, if you have children in different odd/even groups, and need to wait for 5 minutes while the gate is closed, then you will need to walk round outside the school, and wait at the gate.

Punctuality

It is vital that your child is at school on time to start the school day. Children who arrive late will have missed important information and learning at the beginning of the day, and will feel unsettled by this. With these new times it is so important that everyone arrives on time. You may need to leave the house earlier or reschedule your journey to school. Please talk about these new times with your children and plan for them.

Thank you again for your ongoing cooperation.

Mr Cattermole

