



West Green Primary School
West Green Drive, Crawley, West Sussex, RH11 7EL

Tel: 01293 526679 Fax: 01293 538336
e-mail: admin@westgreenprimary.com
Website: www.westgreen.w-sussex.sch.uk

Headteacher: Mr A Hodgson BA (Hons)
PGCE

Friday, 19th March 2021

Important, please read this letter carefully.

Dear Parents and Carers,

We have a problem that we really need your help with. We have been offering an arrival window for children rather than staggered start times like many schools, and in the autumn term this was working really well. **However since 8th March we have seen increasing numbers of children arriving at 8:45am.** On most days we now have around 75% of the children arriving in the first 5 minutes of the gate opening. We also have a significant queue outside the school gate at the start of the day.

Clearly, this is not in the spirit of the guidance we are being given from the government on social distancing, so we are having to consider measures to make everyone spread out more evenly across the arrival window. **We are also aware of a West Sussex school that has now had police involvement due to complaints about the large numbers of people together at arrival times.**

What we are going to do.

From Monday, 22nd March we will push our arrival window five minutes earlier. The gates and classrooms will open at 8:40am, and children can arrive between 8:40am and 9:00am. We understand that working parents may find it useful to drop off at the start of the window, promptly at 8:40am. We ask that if this is not necessary for you, that you seriously consider coming later.

It is important to clarify here that children arriving later will not miss out on education. Teachers start lessons once they have everyone present.

Our departure times will change slightly as well, with different times for the older and younger children. This is due to the fact that we have had to extend lunchtimes for the older children at the moment, and need to make up the legal requirement of teaching time.

Parents with children in classes with different departure times should aim to collect children during the crossover period, starting with the youngest child.

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Please see the table below for a list of the times for arrival and departure. These will also be updated on the school website.

Arrival everyone:	8:40am – 9:00am
Departure Reception, Y1 and Y2	2:50pm -3:05pm
Departure Y3, Y4, Y5, Y6	3:00pm -3:15pm

Children who walk home alone in Year 4, 5 and 6 will be released from class at 3:10pm.

What we are considering doing.

The leadership team of the school have discussed various possibilities with staff and governors, including parent governors, to get a range of views on what measures could be put in place if insufficient social distancing takes place on the school grounds or the immediate surroundings.

Ideas discussed were:

- Fully staggered arrival and departure times for groups of classes.
- Arrival for some classes at different entrances of the school (there are safety issues with this one).
- Use of the school hall for arrival of some classes.
- A limit to the number of adults on site with staff monitoring of this at the gate (much like supermarkets are currently doing).

Clearly if we are unsuccessful at spreading everyone out a bit more, we will have to act on one or more of these ideas.

Masks for adults on site.

In line with government guidance, staff have increased the wearing of masks on the school site. Staff are now wearing masks on arrival and departure, in corridors and in other shared areas of the school. **We are requesting that all adults now wear a mask/face covering when on the school site, including parents during pick-up and drop-off, unless exempt.** Because of this, all staff will also wear masks when receiving children at the door. The wearing of masks for teaching is not recommended by the government as it inhibits the children's ability to understand their teacher.

Medical guidance from the government now states that the wearing of a face shield without a mask is ineffective, and is an unacceptable substitute.

Following government guidance on gathering.

At the time of writing, only two people are allowed to meet socially outdoors, including school age children. These social interactions should not take place on the school premises (a passing hello is fine, but please do not linger!).

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We would also ask that social meetings do not take place outside the school on the street in the immediate vicinity. Stopping to talk, in or outside of the school, blocks the pathways and prevents appropriate social distancing.

Once the rule of six comes into effect on the 29th March, we would still ask that those wishing to socialise in groups do so off the school premises, and do not block the pavements in the immediate area around the school.

Yours sincerely,

A handwritten signature in black ink that reads "A. Hodgson" followed by a long, sweeping horizontal flourish.

Mr A Hodgson
Headteacher