



Oakmeadow Primary School 
Part of the Marches Academy Trust

Oakmeadow CE Primary School
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Dear Parents/Carers,

Arrangements for drop off and collection from January 2021.

As a school we are always reflecting on how we can keep our children, staff and community safe under these current circumstances as well as protect valuable teaching and learning time for our pupils which they so dearly need. We have received feedback on how drop off and collections have been running since September from parents and from staff and the impact of the arrangements on learning time.

Key areas of development have been issues raised regarding congestion at gates at collection and about lost teaching time at the end of the day from staff due to sibling collections. We are finding that staffing the sibling collection increasingly difficult and the disruption it causes has been a problem within school. We have thought very carefully regarding these issues how we can adapt systems to meet the needs of all involved and would like to share with you some changes we would like to make from January.

Start of the day:

Gates will open at 8.45am.

Year group	Arrival time	Gate Entrance	Enter school via	Accompanied onto school site by parents/carers?
Nursery	8.45 arrival for a 9am start	Longmeadow	Longmeadow Nursery door	Yes to Longmeadow Nursery door
Reception	8.45 arrival for a 9am start	Beeches	EYFS gate on school playground	Yes to EYFS gate on playground
Year 1	8.45 arrival for a 9am start	Beeches	Will be greeted on Muga by teachers and escorted in	No – please leave children at Beeches gate to walk around the running track
Year 2	8.45 arrival for a 9am start	Beeches	Classroom doors	No – please leave children at Beeches gate to walk around the running track
Year 3/4	9am for a 9.10am start	Beeches	Door C	No – please leave children at Beeches gate to walk around the running track
Year 5/6	9am for a 9.10am start	Lansdowne	Classroom doors	No – please leave children at Lansdowne gate to walk into class.

Key changes:

We are asking that Year 1 children to walk onto site independently from January. This is to ensure a quicker flow of children into school in the morning and reduce traffic on site so that we can narrow arrival times to ensure all children are in school by 9.10am ready to learn. We understand these children are younger and so we are putting additional staff around the track in the morning to make them feel more comfortable to enable them to be guided around. Like Year 2 children did, we are sure they will get used to what to do fairly quickly!

Year 3/4/5/ and 6 will arrive at the earlier time of 9am so that their learning time can be extended by having them sat down ready to learn by 9.10am.

End of the day:

Gates will open at 2.50pm.

Year group	Dismissal time	Dismissed from	Parents/carers to come on site to collect?
Nursery	3pm	Longmeadow Or playground if they have siblings in Yrs R, 1 or 2.	Yes to Longmeadow Nursery door – unless you have a sibling in Years R, 1 or 2, in which case you can collect from the playground (EYFS gate)
Reception	3pm	EYFS gate on playground	Yes
Year 1	3pm	Playground	Yes
Year 2	3pm	Muga	Yes
Year 3	3.10pm	Beeches	No – please wait at Beeches gate
Year 4	3.20pm	Beeches	No – please wait at Beeches gate
Year 5	3.20pm	Lansdowne	No – please wait at Lansdowne gate (or children can walk home alone as normal if permission is given)
Year 6	3.20pm	Longmeadow	No – please wait at Longmeadow (or children can walk home alone as normal if permission is given)

Key changes:

We are narrowing the dismissal window to alleviate the pressure of sibling collection and drop off. This is to support the teaching and learning agenda within school and also reduce staffing pressures.

We are allowing parents of children in Years R, 1, and 2 onto site at the end of the day from January to collect their children. This is to support sibling collection and to reduce congestion at Beeches gate at 3pm when other year groups are exiting site.

No siblings will be brought to the Longmeadow entrance to be collected with nursery children. Nursery children with siblings will now be dismissed from the playground (Reception gate).

Year 6 will be dismissed from Longmeadow. This is to ensure less congestion at Lansdowne gate. As the year group is smaller and many walk home by themselves, this is a viable option as there is plenty of space for those parents who want to collect and the pressure on roadside parking should be minimal. We do ask that Year 6 parents collecting from here do not drive on to the school site to collect by park on Longmeadow road. It is vital that you do not park on the zig-zags and that no driveways are blocked for the sake of the residents.

All Key stage 2 children (Yrs 3,4 5 and 6) **with siblings in lower year groups** will be brought to the Astro area where you should wait for them. This is a similar arrangements as pre-Covid times where you would have walked round to either door C or the classroom doors to wait for them.

We hope these changes will means that some degree of normality with regard to collection is resumed and that congestion at gates will be reduced with the added benefits of parents with siblings not having to walk too far between gates.

Accompanying this letter is a Q and A sheet for specific situations and we have also produced a short video to show to the children so that they understand the new arrangements. We will make this available to you on social media,

Thank you for your ongoing support,

The Oakmeadow Leadership Team

Questions and Answers

The end of the day

- **I only have one child in school – where should I collect them from and at what time?**

Please consult the grids on the letter for these details.

Sibling scenarios

- **What should I do if I have children in Nursery and Year 2?**

Enter the school site via the double green gates. Collect your nursery child from the EYFS gate on the playground at 3pm. Then move over to the Muga to collect your Year 2 child and exit via Beeches gate.

- **What should I do if I have a child in Nursery and Year 6?**

Collect your nursery child from Longmeadow entrance at 3pm. You can choose for your Year 6 child to walk home independently or you can choose to continue to wait for them to be brought to you to collect. Remember, as is usual procedure school needs permission to be given if they are to walk home.

- **What should I do if I have a child in Reception, year 1 and 4?**

Enter the site via the double green gates. Collect your Reception child from the EYFS gate on the playground, your Year 1 child from their line on the playground and then wait on the Astro holding area for your Year 4 child to be brought to you. Exit via Beeches gate.

- **What should I do if I have a child in Year 2 and 6?**

Enter the site via the double green gates. Collect your Year 2 child from the Muga at 3pm and then wait on the Astro holding area for your Year 4 child to be brought to you. Exit via Beeches gate.

- **What should I do if I have a child in Year 3 and 4?**

Wait at Beeches gate for your child to be brought to you at 3.10pm. Continue to wait until your Year 4 child is brought down at 3.20pm.

- **What should I do if I have a child in Year 3 and 5?**

Wait at Beeches gate for your child to be brought to you at 3.10pm then walk around to Lansdowne Gate to collect your Year 5 child at 3.20pm.

- **What should I do if I have a child in Year 3 and Year 6?**

Wait at Beeches gate for your Year 3 child to be brought to you at 3.10pm then walk around to Longmeadow to collect your Year 6 child at 3.20pm.

- **What should I do if I have a child in Year 4 and 6?**

Wait at Beeches gate at 3.20pm for your Year 4 child. You can choose for your Year 6 child to walk home independently or you can choose to continue to wait for them and they will be brought to Beeches gate for you to collect. Remember, as is usual procedure school needs permission to be given if they are to walk home.

Additional queries

- **My child is in Year 6 and they would like to cycle or scooter to school – where should they leave their bike or scooter?**

If Year 6 children choose to cycle or scooter to school they should first drop these at the bike shed on Longmeadow before walking around to Lansdowne to enter in the morning. This means they can collect their bike or scooter on dismissal at the end of the day.