



# St Stephen's Catholic Primary School

*'Working together to succeed, through faith in Jesus Christ'*

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## **CHANGE TO DROP OFF AND COLLECTION ARRANGEMENTS**

Dear Parents/Carers

As you are aware we currently have building work taking place at the front entrance of school. For the next two days, Wednesday and Thursday, the pedestrian gate and car park gates at the front of school will remain closed for essential works to be carried out as part of the renovations. Therefore, please see the changes below for drop off and collection times.

### **Morning Drop Off:**

Pupils are to continue to line up along our school perimeter fence on Sandy Lane. Myself and school staff will collect the children at 8.45am and walk them along Sandy Lane and cut through the Sandy Lane car park and enter the school playground via the external gate that will be supervised by Mr Parker. As with our current arrangements, parents/carers are not permitted to come onto our school site.

### **Afternoon Collection:**

There are no changes to the end of day collection times. Parents/carers are to line up along Sandy Lane against the perimeter fence that runs alongside school. The queue will need to start at the corner before you enter Sandy Lane Nursery. Myself and Mr Parker will allow small groups of adults onto our playground at a time through the car park gate of the Nursery to collect your child/ren. You will then exit the playground via the gate back through on to the Nursery car park and leave promptly to avoid a gathering of people on Sandy Lane Nursey. As always we ask that all adults were a face covering, remember to socially distance and leave the site as quickly as possible.

Please do not park on the Sandy Lane car park before or after school as we are very grateful to Sandy Lane Nursery for supporting us during this disruption and we do not want to take advantage of their goodwill.

Thank you in advance of your support with this matter.

Best wishes,

**Mr Hatton**

