

7th September 2020



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Dear Parents/Carers

AMENDMENT TO DROPPING OFF PROCEDURE

We are delighted to see all the children back in school today looking so smart and eager to resume their learning journey. They have settled so quickly in their new classes and certainly seem to be enjoying their day so far.

Thank you for your patience this morning during drop off time. It did not go quite as planned and we have revised our drop off arrangements.

We understand many of you need to get to work or have other things to do in the morning. In an effort to make things slightly easier we are creating year group channels to make entry for everyone safer. The gates will be open from 8.30am to 9am – if you are able to stagger your arrival time that will be extremely helpful to avoid too many people arriving at the same time (as happened today).

By now you will all be used to the various entry systems for shops and other establishments during Covid19. If you can see that the playground is extremely busy and you are not in a hurry, please could you wait in your vehicles or outside the school grounds at a safe distance and then come through when it is quieter.

Most children are now familiar with who their teacher is, what class they are in, where to go and how to get there safely. We, therefore, anticipate the majority of children being able to make their way independently into the classroom without the support of an adult.

From tomorrow, Tuesday, 8th September, we will be creating year group channels in the playground. Children should come through the big gates, walk to the channel for their year group, walk down the channel and then on safely to their classrooms. We do not need to take names on the playground, the adults on the playground are just there to support if a child needs extra guidance.

Years 5/6 (furthest away from the building)	Years 3 / 4	Years 1 / 2	Reception / Nursery (closest to the school building)
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Children in Years 1,2,3,4,5 and 6

If your child is in Years 1 to 6 they can either come into the playground independently or be brought in by an adult to the start of the channel. We need all adults to leave the children here to walk down the channel with their classmates. Adults should leave the playground following the one-way system, please do not walk down the channels with your child.

If your child is struggling please stand to one side, indicate to a member of staff on the playground who will come and help.

Children in Reception and Nursery

If your child is confident enough to go through the channel on their own a member of staff will show them where to go. However, if you feel you need to bring your child through the channel please find a spot, stand on it and wait for a member of staff to call you forward.

End of Day Collection

At present the end of day collection will remain the same. However, if you arrive early please DO NOT enter the playground until your allocated timeslot. Please could we ask that only one adult arrive at school to collect your child at the end of the day. At the allotted time please could you wait on the playground, safely spaced on a marker. Your child will be brought to you by the staff members in their class. Please arrive promptly at the allocated time as children will need to wait on the playground until collected.

Collection times		
3:00pm – 3:10pm	Reception	Children will be brought out to the playground, please arrive promptly.
3:10pm – 3:20pm	Year 1 and 2	Children will be brought out to the playground, please arrive promptly.
3:20pm – 3:25pm	Year 3 and 4	Children will be brought out to the playground, please arrive promptly.
3:25pm – 3:30pm	Year 5 and 6	Children will be brought out to the playground, please arrive promptly.
3:30pm	Nursery and Little Seeds	Parents please wait in the playground on the markers outside the nursery gate.

If you are dropping off or collecting children in different year groups you are welcome to wait on the playground if it is not too busy. Please use your own judgement if it looks too crowded please wait outside the grounds until there is room on the playground.

If your child is in years 5 or 6 and normally walks home on their own, they may continue to do so but we do ask that you speak to your child about not gathering in groups and continuing to observe social distancing on their way home. It would be helpful if you could please inform us if your child is walking home and if this is a regular arrangement.

Please bear with us this week while we try to get things right and keep everyone as safe as possible.

We appreciate this is such a change to the school routine and is not an ideal situation but we are trying our hardest to make things as convenient and safe for everyone, we cannot make this work without your co-operation.

Yours sincerely

Fiona Pearce
Headteacher