

Woodford Green Primary School
Sunset Avenue, Woodford Green
Essex IG8 0ST
Tel: 02085041629
E-mail: school@woodfordgreen.waltham.sch.uk
Website: www.woodfordgreenprimary.co.uk



WGPS

Work Grow Play Succeed

Headteacher: PJ Prince

Dear parents and carers,

Revision to arrival and dismissal times

Arrival

I am writing to all parents and carers regarding our arrival times. Now that children have returned to school and we have had the opportunity to assess the way the arrival to school has worked over the last two mornings, we feel that we need to adjust the way that children are entering the school.

We will now apply a “soft start” approach to children arriving at school. This means that there will **no longer be** specific times for specific year groups to arrive at school. This will promote better social distancing and less congestion at the school gates and on the driveway.

From tomorrow **Wednesday 9th September 2020**, *all* children in *all* year groups can arrive at school any time **between 08h35 and 08h55** each morning. Children will enter their specific zone, wash their hands outside and then move straight to their classroom. Their teachers will be in class to greet them and to start the day. Support staff members will be on hand in the playground to meet children as they enter.

In Summary:

- All children to arrive at school at any time between **08h35 and 08h55**
- After handwashing in the playground, children go straight to their classrooms
- Class teachers will remain in classrooms to greet and settle children
- Support staff will support children in the playground with handwashing
- We will implement this from tomorrow, **Wednesday 9th September 2020**.

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Dismissal

We will also be trialling new staggered dismissal times and will reduce this to two dismissal times for all the children. Please see the table below:

Year Group	Dismissal Time
Nursery, Reception, Year 1, Year 2 & Year 3	3:15
Year 4, Year 5 & Year 6	3:20

If you have children in both dismissal groups please arrive at 3.20pm to collect all your children at once.

We will be operating a one way collection system in the playground so please follow guidance from the teachers and support staff in the playground to ensure speedy entry to and exit from the school grounds.

We hope that these measures will allow for better social distancing and quicker exit from the school driveway.

Please do not hesitate to call or email the school if you require further clarification.

Thank you for your continued support.

Yours Sincerely,

PJ Prince