

Dear Parents / Carers,

Thank you for your ongoing support as we refine our new normal arrangements. We have welcomed your feedback throughout as it enables us to see things from your perspective and to constantly tweak the system to make it run as smoothly and safely as possible.

We have been aware that the end of day arrangements are proving more problematic than drop off time. Because of this we have been exploring ways in which we can reduce the congestion at the front of the school.

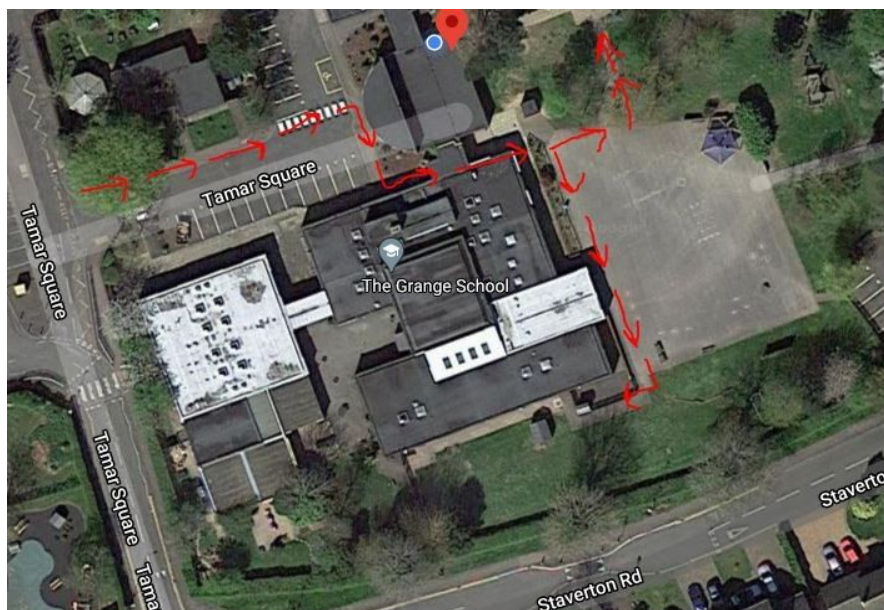
Morning Drop Off

From Thursday 10th September, we are amending the system for parents and children in Years 6,3,2,1, Reception & Nursery. **Children from Years 4 & 5 should continue to enter and leave school in the same way, via the field gate.**

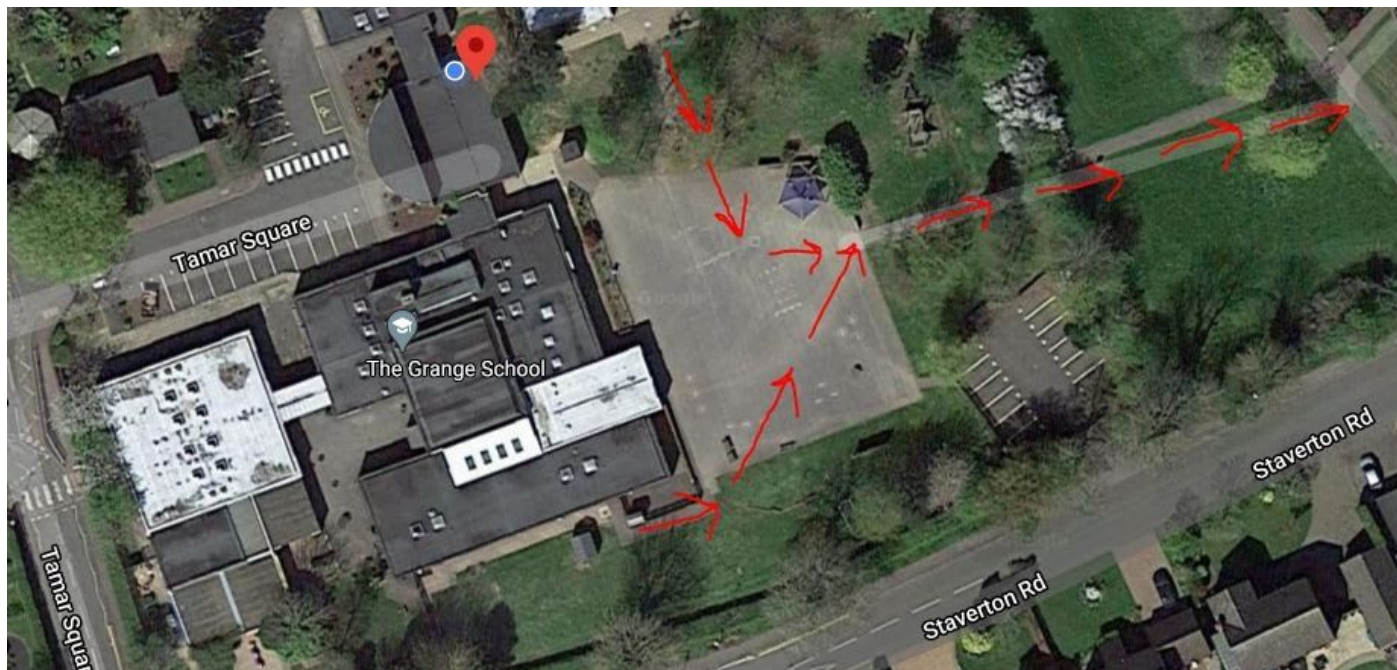
Children from Year 6 should enter and leave school at the same time as previously and in the same alphabetical order. **The only change to Year 6 arrangements is that they should use the front playground gate to enter and leave the grounds.** This should create more room for any parents that need to accompany their children.

	Surnames beginning A - L	Surnames beginning M - Z
R,1,2,3	Drop off between 8:40 - 8:50	Drop off between 8:55 - 9:05
4,5,6		

Children and parents in Years 1,2,3 - You are welcome to drop your child off at the front pedestrian gate, from where they will make their way to their classroom door, following a set route. (shown below). However, if you wish to accompany your child and drop them off at the classroom door, you are welcome to do so. Please ensure that you maintain social distancing at all times. Teachers will, unfortunately, not be available to talk to you at this time as the supervision of the children is paramount.



In order for this system to work, the flow of people needs to be continuous. Please do not gather together with other parents. There also has to be a non-negotiable **one way system and so all adults must leave by the back gate**, making sure that they maintain strict social distancing on the back path please. We are aware that this means that parents will enter and leave by different gates. If this is unacceptable to you for any reason, please remember that you are welcome to drop your child off at the front gate. Staff will be on hand to help them along the route to their classroom. If you require us to make adaptations for your personal accessibility, please contact the main office to discuss this.



Parents of children in Reception and Nursery:

Reception parents should use this new system whilst children are attending on a part-time timetable. Please continue to only attend school at your specified dates and times.

Please enter school via the Nursery Gate (at the front of the school). Nursery children will enter via the Nursery door, where they will be met by staff.

Reception children will enter school through the cloakroom door. Once again, staff will be on hand to greet children. Parents should then follow the marked routes and leave via the vehicle gates.

Please be aware that staff will be unable to talk to you at this time, as they need to supervise the safety of the children. Nursery parents should collect their children in the same way.

Afternoon Pick Up

There are some changes to these arrangements:

New timings:

	Surnames beginning A - L	Surnames beginning M - Z
R,1,2,3	Pick up between 3:00 and 3:10 pm	Pick up from 3:15pm onwards
4,5,6	Released at 3:10 pm	Released at 3:15pm

Parents of children in Years, 3,2,1 should follow the same route as in the morning to collect your child from their classroom door. Please do not crowd around the door - we obviously need your co-operation to ensure that everyone feels and stays safe.

Once you have collected your child, within the set times above, please leave the school via the back playground gate. Please take care to ensure that you and your children do not mix with others from different classes. Again, your co-operation is very much appreciated.

Reception parents, please also follow the same route as in the morning and collect your child from either the cloakroom door. Please then follow the marked route to leave via the vehicle gates, making sure to maintain social distancing.

What remains crucial is that you walk to school as much as possible and, if a car journey is unavoidable, that you park considerately, obeying all traffic signs. Please do not park near gates or driveways and please do not 'wait' outside school, as this blocks the road and poses a danger to other people.

This system will begin on **Thursday 10th September** with both the morning and afternoon drop off running in this way. Thank you for your ongoing support.

Kind regards,

Vicki