

Update 15/10/2020



Dear Parents and Carers,

We are continually monitoring the routines of the school day to ensure the safety of all children and adults. Part of this monitoring includes the start and end of the school day. After trialling the changes to drop off and pick up this week, the information below lays out the routine for after half term.

Dropping off and Picking up

As from Monday 26th October:

- 1) **Gates and doors will open at the same time.** Children will not need to line up in the morning and this will stop you needing to wait on the school site.
- 2) **One-way system** – everyone to enter via the large gates, walk through the small gate to the playground and leave via the front playground gate onto the path. Everyone is to leave the site using the gate on the front playground. If you have a child in R/1 and one in another class then there will be time to drop off/pick up your child in R/1 then walk round to front playground.
- 3) **Staggered times** will continue to reduce the risk of bubbles mixing.
- 4) **Crossing** - Mrs Redburn will cross people near the where the children enter/exit. In the morning this will be by the large gates and in the afternoon it will be by the front playground.
- 5) **Timings** - Please arrive at your given time. If you're early then please wait in your car or further down the road. Even though cars should not be entering/exiting the car park within this time, the large gate area is the entrance to the car park so please do not wait in this area. Please look before entering the school site. If it is getting busy then please wait before you enter and don't worry about being late if it is due you entering the school safely.
- 6) **Social Distancing** - There should be no congregating on or off the school site. If you are waiting for your child at the end of the day, please ensure you keep a distance of 2 metres from other children and adults.
- 7) **Face-coverings** to be worn by all adults at drop off and pick up times. Thank you for all following this rule as soon as it started this half term.
- 8) **Staff** will be outside to help you with the points outlined above.

Dropping Off

8:40am – Gates and doors open. **Everyone dropping off children in R/1 and Y5/6 to approach the school site** using the large gates at 8:40am. Children will go straight into class and **this includes siblings in Y2/3/4.**

8:45am – **If your child is in Y2/3/4 and they have no siblings in the other classes** approach the school site using the large gates at 8:45am.

8:50am – All gates and doors will close.

Picking Up

3:00pm – ALL gates and doors open. **Everyone picking up children in R/1 and Y5/6 to approach the school site** using the large gates at 3:00pm. Siblings in Y2/3/4 will also be able to be picked up.

3:05pm – **If your child is in Y2/3/4 and they have no siblings in the other classes** approach the school site using the large gates at 3:05pm.

3:10pm – All gates and doors will close.

After a few weeks, you will have the opportunity to share with me any feedback about this routine. In the meantime, if you notice any pinch points or people not following the routines outlined above please contact me via the school office.

Thank you for your support, Miss Holly Coull. Headteacher