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Monday 2nd November 2020

Dear Parents and Carers,

Drop off and collection reminders

Following on from the government announcement of stricter lockdown measures we would like to remind you of the procedures in place for dropping off and collecting your children to enable us to maintain social distancing and keep adults and children as safe as possible around the school premises.

Only **ONE** family member should be dropping off and collecting their child. If you arrive on site with more than one family member we will ask that they remain outside of school premises.

We also request that parents do not congregate on the yard or at the school gates. This will ensure that children can enter and exit school smoothly and safely. **The main gates to school do not open before 8.30am and 3pm. Please do not arrive before this time in respect of our local residents at the entrance to school. Please be mindful not to stand outside resident's houses causing obstructions and dropping litter in their gardens. This is completely inappropriate.**

The drop off and collection times for each year group are detailed below. Please **DO NOT** arrive at school before your child's designated collection time unless you are already on site collecting children from younger year groups.

The start and end of the day

We have developed a one way system for entering and exiting the school. You will use **Tudor Grove to enter** and **Premier Road to exit** the school. Please be very mindful of where you park your car due to this restriction. The one way system will need to be followed and members of staff will be placed around the school to remind parents of this. Please be respectful of all staff at this time if you are politely reminded of the systems in place.

We have implemented a flexible approach to registration. This will enable siblings to be dropped off together and avoid congestion at the school gates and on the yard.

Key Stage 1 and 2 – Children will be able to enter their classroom from 8.30am. The register will close at 8.50am.

Year 1 and 2 - Children will enter their classroom via the shared outdoor area and parents must acknowledge the social distance markings on handover and collection. **Children will finish school at 3.15pm.**

Year 3 - Children will enter and exit their classroom via the entrance doors to Year 3 & 4 (beside the pencils). **Children will finish school at 3.20pm.**

Year 4 - Children will enter and exit their classroom via the red gates and walk directly into their classrooms via the fire doors. **Children will finish school at 3.20pm.**

Year 5 - Children will enter via their classroom fire escape and exit via the small red exit gate labelled Y5. **Children will finish school at 3.20pm.**

Year 6 - Children will enter and exit their classrooms via their class' fire door. **Children will finish school at 3.20pm.**

Registers will close promptly at 8.50am. Any children arriving late will have to enter school via the main office doors.

Nursery – Nursery Children will enter and exit nursery doors from **8.40am**. The Register will close at **9am**. Part- time nursery children will finish at **11.50am**. For those nursery children entitled to full time provision we operate a flexible collection time between 3pm and 3.10pm. **When dropped off at 8.50am parents will enter via Tudor Grove and then exit via the one way system onto Premier Road. When part time Nursery children are collected at 11.50am parents will enter and exit via Tudor Grove.**

Reception - Reception children will enter through a side gate next to nursery from **8.40am**. They will follow the signage to EYFS shared outdoor area. Where an adult will direct the children into class. Parents will then follow the one way system exiting onto the main yard. The door will close at **9am** prompt. **We operate a flexible collection time between 3pm and 3.10pm**

Yours sincerely,

Miss L A Cassidy

Head teacher



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