

8 September 2020



Dear Parents

It was lovely to see all the children and parents today. I would like to thank parents for their patience and for taking the time to understand the rotas for dropping off and collecting their children. As you can imagine trying to plan for school opening under these circumstances has been very difficult. Whilst most of what we planned went really well, but we did have some expected teething problems; these have now been rectified.

I have met with Senior Leaders today, as well as having some conversations with parents, to make changes to ensure the continued safety of our school community. It is imperative therefore, that you read and understand the following amended procedures carefully and ensure you follow them.

- Be punctual when dropping off and picking up your child (please see amended rota)
- All lunches from home should be in disposable packaging – please do not send children with plastic containers
- Pupil should arrive in school uniform with the correct footwear. I noted today that there were several children with trainers on. If parents have had an issue in purchasing school uniform please speak to a member of the office team.
- All parents should wear a mask/face covering on school premises, this includes the school playgrounds.
- There is no access to the school building for parents except for those parents attending meetings or coming to the school office.
- The rota below highlights when you should drop and pick up your child. If you have several children in school, then please **drop** off all your children with the child that is being dropped off first. However, your children must be collected at their designated exit times and from the correct exit points.

Staggered entry and exit points

Staggered times	Year group	Entry and exit point
8:30 – 3:00	Y3	Howard Street - socially distance on the playground and wait for your child to be called in/sent out
8:30 – 3:00	Y4	At the start of the day, enter via the steps at the main entrance on Warwick Road and leave your children with the Y4 staff member on the gate (to the right). At the end of the day, enter via the steps at the main entrance and turn right through the gate and onto the grass area in front of the hall (a member of the Y4 team will be waiting to greet you). You will be expected to line up on the grass and up the stairs at the side of the hall.
8:30 – 3:00	Y5	Enter via the Nursery (bottom) gate on Warwick Road and wait by The Hut in the reception playground.
8:45 – 3:15	YN	Enter via the Nursery/bottom gate on Warwick Road.
8:45 – 3:15	YR	Enter via the steps at the main entrance and turn left through the gate and onto the grass area at the front

		of YR (a member of the YR team will be there to meet you).
8:45 – 3:15	Y1	<p>At the start of the day, leave your child at the SPACE gate with a member of the Y1 team.</p> <p>At the end of the day, wait in the SPACE playground until the Y3 parents have left. A member of staff will inform you when you can come onto the main playground and collect your child.</p>
8:45 – 3:15	Y2	Enter via the Nursery (bottom) gate on Warwick Road and wait by The Hut in the reception playground.
8:45 – 3:15	Y6	<p>At the start of the day, enter via the steps at the main entrance and leave your children with the Y6 staff member on the gate (to the right).</p> <p>At the end of the day, enter via the steps at the main entrance and turn right through the gate and onto the grass area in front of the hall (a member of the Y6 team will be waiting to greet you)</p>