

8<sup>th</sup> September 2020

Dear parents and carers

### **Drop off and pickup arrangements**

Our amended plan for drop offs and pickups appears to be working and we feel that we can streamline this further by having all classes entering via the main playground, eliminating the need for the staff car park gate to be used.

From tomorrow, Wednesday 9<sup>th</sup> September, all children will enter the school through the main gate. A member of staff will invite parents/carers and children of each your group onto the school grounds at their designated time slot (these remain unchanged):

Year 1: 8.45-8.50am

Year 2: 8.50-8.55am

Year 3: 8.55-9.00am

Year 4: 9.00-9.05am

Year 5: 9.05-9.10am

Year 6: 9.10-9.15am

Whilst waiting on Cedar Avenue, you can queue in either direction from the main gate but please maintain social distancing – there are markings on the pavement to facilitate this.

Please ‘drop and go’ – see your child to their designated line in the playground (numbered 1-6; see next page), ensure they stand on one of the orange marks on the floor to support social distancing then say goodbye and leave the site via the one way system, exiting through the main archway in front of the school. Staff will ensure your child goes to their classroom safely. If your child has an older sibling(s), then the older sibling(s) can go immediately to their hall to wait until their class’ designated time to go to their classroom – they do not need to queue up first.

From the end of the day tomorrow, Wednesday 9<sup>th</sup> September, these same arrangements will be in place for all children to leave school from the main playground. Parents/carers will enter the playground, via the main gate, at their designated time (these remain unchanged):

Year 1: 2.45-2.50pm

Year 2: 2.50-2.55pm

Year 3: 2.55-3.00pm

Year 4: 3.00-3.05pm

Year 5: 3.05-3.10pm

Year 6: 3.10-3.15pm

Parents/carers will line up on the designated line for their child’s class (same number line as for drop off; see next page). The teacher will bring the children out and dismiss them in order, from the front of the children’s line. Please come forward when your child is at the front of their line so you can meet them near the teacher and immediately leave the site via the one-way system. Younger siblings will be with their older siblings at the end of the day, as previously communicated.

The new arrangements will take a few days to become established for everyone but they will then allow everyone to enter and leave school safely. Please help us by ensuring that you maintain social distancing and do not congregate in Cedar Avenue as you wait to enter or as you leave the site.

Thank you for your understanding as we adjust to our ‘new normal’.

Yours sincerely,

Mrs Sansom

Headteacher

Numbered lines on the main playground where children line up in the morning and parents/carers line up at the end of the day:

Line 1	1 Pine
Line 2	1 Lime
Line 3	1 Willow
Line 4	2 Holly
Line 5	2 Cedar
Line 6	2 Beech
Line 1	3 Maple
Line 2	3 Hazel
Line 3	3 Oak
Line 4	4 Rowan
Line 5	4 Larch
Line 6	4 Birch
Line 1	5 Aspen
Line 2	5 Hawthorn
Line 3	5 Alder
Line 4	6 Chestnut
Line 5	6 Acacia
Line 6	6 Hornbeam