

9.11.20

Dear parents and carers,

I am writing to you to inform you of changes to our staggered entry and exits times and locations. As well as some changes to drop off and pickup protocol. **These changes will come into force on Monday the 16<sup>th</sup> of November 2020 until further notice.**

My decision to change the arrangements is for the following reasons:

- ✓ As we move into winter I do not want children and families to have to wait in the playground for their allotted time in potential rain, snow and general cold weather.
- ✓ We are now in a national lockdown and therefore we should not have families congregating in our playground before school as this breaches the government rules and regulations.

The changes we have made are that we will open all entrance doors at 8:40am to allow for a steady entry of children in all year groups into school. We are relying on you to understand that this is not the start time of the day and we cannot have families waiting in the playground at 8:30 for the doors to open. We ask you to use your common sense regarding times to drop off and **it is important that you do not arrive before 8.30am**. If your child is late they need to be brought to the main entrance as normal.

At home time Reception class, year 1 and year 2 will finish at 3:00pm and years 3,4,5,6 will finish at 3:15. Locations of your child's pickup are detailed below please read this carefully as there has been some changes.

**We are now also requesting that only one adult drops off and that adult needs to wear a mask when dropping off and collecting.**

Please can I mention as well that parents need to be dropping off or picking up **and then leaving the premises as soon as possible**. As sad as it makes me this cannot be a social time. It is also important that we limit the amount of contact that families have with other families as per the government requirements. Although we cannot police the park, please can we ask you not to meet up there while we are in national lockdown, as this could cause bubble breaches and could cause more classes the close should a positive case occur.

The arrangements for your child(s) classes are detailed below:

Year Group	Entrance	Entrance time	Collection point	Collection time
Reception	Classroom door (normal entrance)	From 8.40 – 9.00	Classroom door – then all parents and children exit through the bottom playground gate	3.00
Year 1	Link corridor (normal entrance)	From 8.40 – 9.00	Fire exit in the reception outdoor area - then all parents and children exit through the bottom playground gate	3.00
Year 2	Link corridor (normal entrance)	From 8.40 – 9.00	Council Macca Gate	3.00
Year 3	Y3/4 cloakroom (normal entrance)	From 8.40 – 9.00	Council Macca gate	3.15
Year 4	Y4 fire door (normal entrance)	From 8.40 – 9.00	Y4 fire door	3.15
Year 5	Link corridor (normal entrance)	From 8.40 – 9.00	Bottom playground gate	3.15
Year 6	Main entrance	From 8.40 – 9.00	Main entrance	3.15

### Explorers drop off and pickup arrangements

Week commencing 16<sup>th</sup> November = Please can children be dropped off at the link corridor as per previous arrangements and be collected from the link corridor at the end of the day. The front entrance should no longer be used.

Yours sincerely

Mrs Alice Jones

Headteacher

A decorative graphic consisting of several overlapping circles in various colors: light blue, yellow, light green, and white. The circles are arranged in a cluster, with some overlapping others. The text "Believe and achieve" is written in white, sans-serif font across the center of the graphic, enclosed in large, faint quotation marks.

“Believe  
and  
achieve”