



Monday 2nd November 2020

Dear Parents / Carers,

Welcome back to school for the second half of the Autumn term. It was lovely to see so many cheery faces today.

With news of the national lockdown starting on Thursday and guidance that schools should remain open, we wanted to inform you of some further practises we are putting in place to reduce the risks during drop off and pick-up.

In school, our systems and procedures are not changing – children will remain in their bubbles and will not mix with any other groups of children during the school day. Hand washing and hygiene will remain prevalent during the day with frequent cleaning in shared spaces.

At pick-up time, we are still operating a queueing system and thank you for your patience with us and others. Can we please remind you that the queue should go along the playground gate towards the turning end of Crondall Street, under the tree and along the path – not along the sports pitch please. At the Nursery gate, please queue along the school, down Crondall Street. Please ensure you are maintaining social distancing during these times.

Changes from Thursday 5/11/20

To ease the congestion at the gates in the morning, we are now asking both Y3 Rowan and Silver Birch classes to enter through the **Sports Pitch Gate** between 8:40-8:55am.

In order to further minimise the number of parents queueing at the gate, we are going to begin a staggered pick up in the afternoons. Please see the table below to where and when you should collect your children, making note of the changes in time.

If you have more than one child at the school, please arrive at your **oldest** child's collection point – for example, if you have a child in Y1 and Y5, please collect all children at the Y5 collection time only.

Unless it is raining, children will be lined up in the playground/ sports pitch as usual and we will still be operating a one-way system out through the sports pitch gate. Face coverings will still be required for all pick-ups please and you will now see staff wearing masks at the start (for EYFS) and for the end of day.



Pick-up locations and times.

Year group	Pick up time	Pick up location	Wet weather only pick up location
Nursery	3:00pm	Nursery Gate	Nursery Gate
Reception	3:15pm	Nursery Gate	Nursery Gate
Year 1	3:00pm	Playground Gate	Playground gate – children will be lined up in the stairwell at the playground entrance
Year 2	3:00pm	Playground Gate	Playground gate – children will be lined up in the corridor at the playground entrance
Year 3	3:15pm	Playground Gate	Office Gate – Children will be lined up in the office area
Year 4	3:15pm	Playground Gate	Playground gate – children will be lined up in the stairwell at the playground entrance
Year 5	3:15pm	Playground Gate	Playground gate – children will be lined up in the corridor at the playground entrance
Year 6	3:30pm	Playground Gate	Office Gate – children will be lined up in the office area

Due to the early pick up for Nursery and Y1 and Y2, we are asking afternoon Nursery drop off to now be at **12:00pm** at the Nursery Gate and **Y1 and Y2 to start school at 8:30am** from their usual gates. This is to ensure that the amount of teaching time in school is still sufficient. We understand that this is a confusing and challenging time but with your help, support and patience, hope that we can mitigate risks and ensure social distancing during drop off and pick-up.

If you have any questions or queries regarding these changes, or you need to enquire about Breakfast and After School Care, please contact the school office.

Wishing you all the best,

Toni Mason
Headteacher

Sarah Lowden
Deputy Headteacher