

Wednesday 12<sup>th</sup> May 2021

Dear Parents and Carers,

We wish to thank you for your continued support regarding our pick up and drop off arrangements. Even as restrictions lift further from 17<sup>th</sup> May, we are continuing with our COVID secure procedures to ensure all our community is kept safe. We have been very successful in preventing an outbreak at our school.

This will mean that drop off will still be staggered at 8:40am for children in Nursery, Years 1,2 and 3 and 8:50am for children in Reception, Year 4,5 and 6. Children will continue to sanitise their hands on their designated gates.

At pick-up, we will continue to stagger our departure times with Nursery, Year 1,2 and 3 being picked up at 3:10pm and Reception, Year 4,5 and 6 at 3:25pm.

To ensure everyone is safe we will continue to expect all parents / carers to abide by the following conditions:

- All parents / carers must wear a **face covering** unless legally exempt. Please ensure they cover your nose and mouth. If you forget your covering, you may be asked to wait until the playground is clear before you enter.
- Please ensure **only one parent** / carer enters the playground to collect any children
- Siblings should be collected at the latest pick-up time.
- Please ensure that you are maintaining **social distancing** in the lines at the gates, including the Nursery gate.
- The one-way system remains in place. **No children will be released from the sports pitch gate** – please ensure you enter the playground via the playground gate.
- Gates will **close approximately 8 minutes** after opening – all children left in the playground will be taken inside. **You will then need to collect from the office.** All late pick-ups are recorded. Late charges may apply.
- Please inform the office as soon as possible if you are running late via **0207 739 4902.**
- Please ensure that children being collected by friends or family are taken home directly to a trusted adult and **not dropped off outside the school gates.** This is to ensure the safety of their return to home.

By working together in these ways, we can help keep each other safe.

If you have any questions, please contact the school office in the first instance.

Best wishes,



Sarah Lowden

Deputy Headteacher