



Dear Parents and Carers,

11<sup>th</sup> September 2020

The last two weeks have been extremely valuable for the pupils as it has enabled them to get back into a school routine in a classroom and with teachers that they are familiar with. It has also helped to prepare them for their next move as they have been properly introduced to their new teacher and have been informed of changes to their routine. For Year Two, this change is particularly significant as they are moving to the junior building.

With this in mind, **from Monday the 14<sup>th</sup> of September**, your child will begin their education in the next year group with their new teacher.

Over the past 8 days, we have looked extensively at how to ensure we have smooth and efficient arrival and collection systems in place. We continue to work hard to improve our systems around school and we thank you for your patience and support with this. **Following Government guidance and ensuring the health and safety of our community is our priority.**

Below, you will find the timings for the new year groups from Monday 14<sup>th</sup> September and maps of the systems you must follow.

Year group	Arrival Time	Collection Time
New F2	9.00	3.00
New Year 1	8.45-9.00	3.10
New Year 2	8.45-9.00	3.15
New Year 3	8.45-9.00	3.20
New Year 4	8.45-9.00	3.25
New Year 5	8.45-9.00	3.25
New Year 6	8.45-9.00	3.30

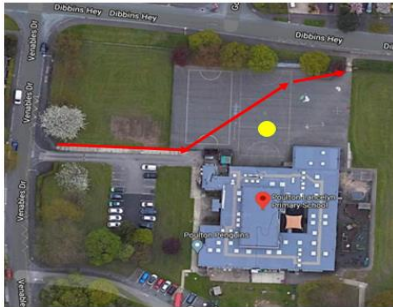
## Arrival

### KS1

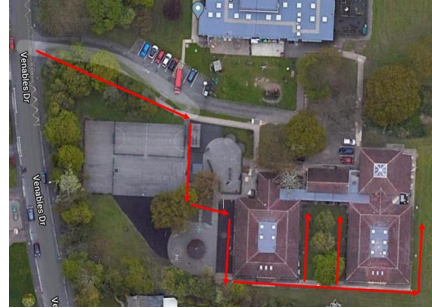
Year 1 and 2 will arrive at the same time with drop off lasting for a duration of 15 minutes. Teaching assistants and members of SLT will open gates from 8.45, to direct children and enable parents to continually flow through our 1-way-system and move away from our site. Children will be sent directly to their classrooms, where their teachers will be waiting for them. New to F2 pupils will arrive at 9.00 am following the route specifically indicated on the letter previously sent to new to F2 parents. Teaching assistants will be on hand to support this process.

## KS2

All junior children will continue to arrive at the same time with drop off lasting for a duration of 15 minutes. Teaching assistants and members of SLT will open the gates from 8.45am. As has been successful this week, parents must drop their child/children at the top gate and not come on to the site. We remind you to leave the surrounding area immediately after dropping children off.



Year 1 and 2  
arrival  
system



Ks2 arrival  
system

## Collection

### KS1 (F2, Year 1 and Year 2)

Parents must wait behind the taped off area of the infant playground at **their correct allocated time** for the year group. Teachers will escort the children onto the playground and will dismiss them to their parent. Should you need to wait for an older sibling in Year 1, 2, 5 or 6, please move back to the fence area until your next child's/children's allocated collection time. Should you need to collect an older sibling in Year 3 and Year 4, follow the one-way-system out of school and walk around to the junior gate at the correct collection time.

### Lower Ks2 (Year 3 and Year 4)

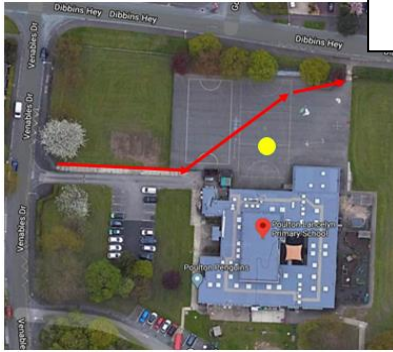
Pupils will leave out of their fire door exits and stand by the playground fence. Parents must wait for their child/children in Year 3 and 4 on the main pathway (between the lower car park and end of the Penguins play area) in a socially distanced manner before walking back up the junior pathway and off the site. Should you need to wait for an older sibling in Year 5 or 6, please remain on the junior driveway but move closer to the Year 5 and 6 doors.

### Upper Ks2 (Year 5 and Year 6)

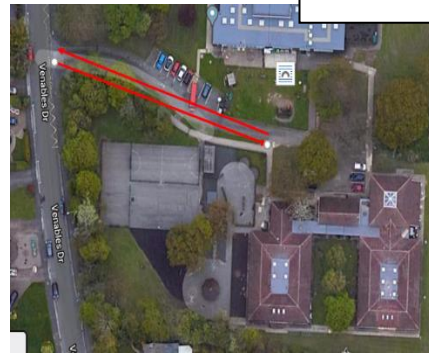
Collection time will be the main change for pupils in Upper Key Stage Two.

**Parents of children in Years 5 and 6 will collect from the infant playground entering from the main pathway and on to the infant playground following our map.** This is to ease congestion and support social distancing guidelines. Parents must wait behind the taped off area of the infant playground at **their correct allocated time** for the year group. The Year 5 and 6 teachers will escort their classes around the back of school and on to the infant playground. From this point, pupils with parental permission to walk home independently/walk to a meeting point will leave out of the infant side gate as directed by their teachers. Teachers will dismiss the remaining children to their parent. If you have collected a Year 3 or 4 sibling, please remain on the junior driveway and Year 5 or 6 pupils will be allowed to walk to you rather than walking across to the infant playground.

F2, Year 1, Year 2,  
Year 5, Year 6  
collection system



Year 3 and Year 4  
collection system



Parents must ensure that 2 metre social distancing is adhered to and that you are respectful to other people's health and safety. Once pupils have been collected, it is imperative that you leave the playground and surrounding area so that congestion and traffic around our site is reduced.

Many thanks for your continued cooperation.

Yours sincerely,

**Mrs Arnold**  
**Headteacher**