

EXECUTIVE HEADTEACHER:

Ms Helen Comfort

(B.A.Ed.Hons, NPQH)

HEAD OF SCHOOL:

Mrs Rachel Hindle

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'For Learning That Lasts A Lifetime'

8th September 2020

Dear Parent/Carers of Reception Class

I hope that you are feeling that induction to school is going well. I know how much the staff have enjoyed getting to know you and your child albeit in these challenging times. I am very impressed with how well the children are managing to learn the new routines and are separating from you at the school gate; they are to be commended!

As our programme of transition progresses and we fine tune our collection arrangements for the rest of the school I would like us to work with you in establishing our routines for pick-up at the end of the session.

This week we have pick-up at either 11.30am or 3pm, next week it was to be 1:15pm for you all. However, we would like to move this to **1:35pm** please. This will enable us to finish lunch time with all the other year groups so that the playground is empty for you and your child to leave safely. From week commencing 21st September everyone to be collected at 3pm.

For pick-up, parent/carers are invited onto the school playground – via the main gate you have been using already. Please note the arrangements below:

1. Access to the playground at the end of the day for parent/carers will continue to be via the main playground gate by the gazebo or the Droveaway Garden gate if leaving at 3pm. Please proceed to the end of the playground by the Year R entrance and wait in a socially distanced manner; staff will send your child to you from the top of the steps. For the two families using alternative access arrangements please continue to follow the route you have been using and staff will be ready to meet you.
2. Parents will be let onto the playground at the times shown below – **Mrs Hindle will call forward the relevant year group parents.** Do not come onto the playground until your class has been called forward. We will endeavour to keep as close as possible to these times; please bear with us.

Reception Class - 3pm
Classes 1 and 3 - 3.05pm
Classes 2 and 4 – 3.10pm
Classes 5 and 6 – 3.15pm

As stated above, during our period of transition some of you are collecting at 11.30am or 3pm this week and next week you will all be collecting at 1:35pm.



3. The main gate onto the playground will be completely open to facilitate a one-way in and out system.
4. For the 3pm dismissal siblings will be sent to you at the same time so you can leave promptly– i.e. if you have a child in Year R AND Year 4 come at 3.00pm and you will receive both children.
5. Please leave as quickly as you can so that the next group of parents can come on site.
6. If someone other than you is collecting your child please ensure that you have followed the usual procedure of informing us and that they are aware of our pick-up arrangements.

Thank you for your continued support.

H Comfort
Executive Headteacher

