

EXECUTIVE HEADTEACHER:

Ms Helen Comfort

(B.A.Ed.Hons, NPQH)

HEAD OF SCHOOL:

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'For Learning That Lasts A Lifetime'

3rd September 2021

Dear Parents and Carers,

We have now had three mornings of 'drop offs' and two afternoons of collections at the end of the day. Sorry to bombard you with another letter but I just need to clarify a couple of things to help with the smooth and safe running of these times.

It is great to see you all coming onto the playground with the children but could we ask you, as per Ms Comfort's letter of 31st August, to stay on the playground and let the children go into the classrooms on their own. For years 1 and 2 this means they climb the stairs on their own and years 5 and 6 also move up the pathway on their own. Those parents using the Chapel Lane entrance please use the pathway that takes you straight down to the playground rather than walking in front of year 5 and 6 classrooms. Year 3 and 4 could I ask you to stand back onto the grass area to leave your children – by not coming onto the pathway and right up to the door, it allows children to access the classroom doors safely and staff to have a clear space to see the children.

At the end of the day years R, 1, 2, 5 and 6 parents please wait on the playground as you were last term so that staff can see you and then send the children to you. Years 3 and 4 would you mind standing on the grass area outside your respective classes so that staff can see you and get the children sent out and matched up with you safely. This can be tricky if too many people are moving forward towards the door whilst other families are leaving via the Chapel Lane gate.

Then finally, one last thing, please use the pedestrian footway to leave the school site. This will allow taxis and other vehicles to leave Portal House without having to navigate around everyone. Disabled badge holders will also be manoeuvring on the road to park in the marked disabled bay at both collection and drop off times.

Thank you for supporting us with this matter, hopefully everything will soon become second nature to us all. Staff will be around at the end of the day today to help guide you.

Yours sincerely

Rachel Hindle
Head of School

