



Dear Parents & Carers

Adjustment to arrangements for dropping off and collecting children

As you are aware under government guidelines, we are having to stagger the beginning and end of the school day to enable all adults to maintain social distancing whilst dropping off and collecting their children safely. There will be four waves of drop off and collection. All families have been allocated a particular wave so that siblings arrive and leave at the same time. Each class will now be split into four groups with slightly different start and end times to the day. All children will receive 6.5 hours teaching time daily and the timetable at the beginning and end of the day will ensure that all children receive equal curriculum entitlement to the same activities.

We understand that the times we have allocated you may not be the most convenient for families, but we would ask parents and carers to understand that allocating these times across the whole school is complicated. If the time allocated proves impossible, please let us know and we will do our best to help and support you. Please note no family will be able to be in a different wave at the beginning and end of the day e.g. wave 1 at the beginning of the day and wave 3 at the end of the day. This would jeopardise our aim of reducing pedestrian traffic on and near the site at any one time.

The following waves will apply:

Family Groupings	Time to enter KS1 gate for drop off	Time to enter KS1 gate for pick up
Wave 1 - Surname A - F	8.40 am	3.10 pm
Wave 2 - Surname G - L	8.45 am	3.20 pm
Wave 3 - Surname M - R	8.50 am	3.30 pm
Wave 4 - Surname S - Z	8.55 am	3.40 pm

All families must enter school at the KS1 gate on Ulverscroft Road and leave school through the CHAMPS gate on Ulverscroft Road.

This will apply to all families irrespective of classes which their children are in. We will have a one-way system whereby all parents and carers will walk around the building in a clockwise direction following a path of marked arrows. Everybody has to complete the full lap regardless of which classes they drop their child into. Parents will drop children at their patio classroom doors, which will be open, before re-joining the one-way system. Children in Classes 22 and 23 will be dropped off by the ramp in the KS2 playground. At pick-up time parents will need to wait by classroom doors when children will be sent to them. Social distancing must be adhered to by all members of the community at all times.

These wave arrangements will apply to children in Reception to Year 6. Current arrangements for Nursery, EYEP and childminder children will continue to apply. Where children are old enough to walk to and from school independently this will be allowed, with these children being dismissed from school in wave four. Where children arrive on bikes or scooters these must be dismounted on the school premises and left in the appropriate bike stores by children and parents as they use the one-way system. Where children arrive on their own using a bike or scooter staff will help them to store their bike in the appropriate place.

Staff will be available at strategic points throughout the whole route to support children and families. We will continue to evaluate these new arrangements and would welcome any feedback from you, so that we can refine these arrangements further if necessary.

Thank you for your continued support and for working with us as we endeavour to establish secure and safe systems which support all our families as fully as possible.

Yours sincerely

Mrs Jill O'Connor
Headteacher