

Dear parents

It has been wonderful to see all the children in school today. We know there have been changes but these are all to support the safety of the children and staff. All changes that have been made will be regularly reviewed in order to ensure they are relevant and work with everyone's best interests.

Can I please remind you of the drop off and pick up times:

	Year 2 & Year 4	Year 1, Year 3 & Year 6	Reception & Year 5
Start time	8:30am	8:45am	9:00am
Finish time	2:45pm	3:00pm	3:15pm

Please ensure that the children arrive **on time** (not early and not late). Please can I also remind parents of the following:

Drop off reminders

- **Year 1:** Please ensure you are socially distancing outside the classrooms. If you have a message for the class teacher either write it in the child's home school book or email the office and the class teacher would be more than happy to give you a call.
- **Year 2, 3 and 4:** Please can parents keep off the paths and socially distance on the playgrounds. Only children are to walk down the paths to their classrooms.
- **Year 5 and 6:** Only children should walk down to their classroom. If you are dropping your child off, please drop them off at the main gate (**DO NOT** enter the school grounds).
- If you have a child in **year 5** and siblings in year 1, 2, 3, 4 and 6. The year 5 children can walk down independently to the year 5 & 6 hub at 8:50am and wait outside. **ONLY** year 5 children with siblings in year 1, 2, 3, 4 and 6 can walk down at this earlier time.
- If you have a child in **year 6** and siblings in year 2 and year 4, the Year 6 children can walk down to the year 5 & 6 hub independently from 8:30am and wait outside. **ONLY** year 6 children with siblings in Year 2 and 4 can walk down at this earlier time.

Pick up reminders

- **Year 1:** Please ensure you are socially distancing outside the classrooms. If you have a message for the class teacher either write it in the child's home school book or email the office and the class teacher would be more than happy to give you a call.
- **Year 2, 3 and 4:** Please can parents keep off the paths and socially distance on the playgrounds. Only children are to walk up the paths to their parents.
- **Year 3 and Year 4:** If you have given permission for your child to walk up the playground on their own please ensure your child is aware of this and wait for them in the reception playground and observe social distancing.

- **Year 5 and year 6:** Please can **Saturn, Neptune, Lowry** and **Monet** class parents wait on the allotment beds and observe social distancing. Can **Jupiter, Mercury, Picasso** and **Kandinsky** parents wait on the grassed mount opposite the car park or outside the school gates and observe social distancing.

General reminders

- If you have more than one child in the school and their start and finish times are different, please wait in the nearest playground to the entrance/exit that the child is using. Please do NOT wait in the meeting area by the main gates, as this area gets very busy (unless the information above relating to year 5&6 pick up/drop off applies to you).
- Only **one** adult per family should drop off.
- Please can parents **socially distance** at all times.
- Please ensure that you keep to the one way routes on the paths (keep to the left of the path- there are cones to split the paths).
- Please **do not** allow children to play on the fixed play equipment at the beginning and end of the day. They are timetabled to be used by one year group a week during school time and cannot be used by children from different year groups.
- If you would like to talk to the class teacher, please send an email to the school office or call the school office and leave a message and the class teacher would be more than happy to give you a call. Alternatively you can write a message in the child's home school book.
- Please **do not** speak to the teacher at the classroom door, as you can imagine this gets very busy and we are trying to ensure children and parents are socially distancing.
- If you would like to speak to the school office, please call or email the school office rather than coming into the school building.

Thank you for your continued support and cooperation during this time.

Kind regards

Tijen Hassan
Headteacher