



7th September 2021

Dear Parents,

Thank you for your continued patience as we work through our drop off and collection arrangements. It is important our procedures are efficient and smooth-running to ensure the safety of all our families. I appreciate that this has involved making a number of regular changes and would therefore like to apologise for any inconvenience caused.

The morning drop off was successful today, therefore we will continue with the same arrangements moving forward. There is a slight amendment to the end of day procedure, which has been highlighted below.

Gentle reminders:

- Once you have dropped off/collected your child, please make your way to the exit in order to avoid overcrowding.
- At the end of the day, please enter the school playground at your child's allocated time **and not before**, unless you are collecting a younger child.

Start of the School Day

Years 1 and 2

Children in Years 1 and 2 will continue to meet their teacher in Highworth Road playground at **8:45am** and be escorted up to their class at **8:55am**.

Years 3,4,5 and 6

The main gates will open at **8:40am** for Years 3,4,5 and 6 to enter the school independently. **Parents are not be permitted** to enter the Stanley Road playground. Children in these year groups can arrive anytime between **8:40am – 8:55am** and walk across the playground and up to class with their peers.

End of the School Day

We have made the decision to hand over all children in the **Highworth Road playground**. Please see the pick-up arrangements below:

Year Group	Playground	Collection Time
Reception (<i>when they start</i>)	Highworth Road	3:10pm
Year 1	Highworth Road	3:10pm
Year 2	Highworth Road	3:10pm
Year 3	Highworth Road	3:10pm
Year 4	Highworth Road	3:20pm
Year 5	Highworth Road	3:20pm
Year 6	Highworth Road	3:20pm

The gates will open for parents at **3:10pm** once the children (Reception – Year 3) are in the playground. Families who are collecting older siblings in different year groups can wait around the perimeters of the playground once their younger sibling/s have been collected. **We hope that the 10-minute gap between collection times is enough to ensure any overcrowding is limited. The 3:20pm pick up time will be kept under review this week and we will update you further if we need to.**

Thank you again for your continued patience and support during these times of change.

Best wishes,

Effie Demetriou
Headteacher