

Mrs L Keogh
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Monday 7th September 2020

Dear Parents and Carers

It is so lovely to have a full school of children. Thank you so much for your patience and support this morning at drop off. It took longer than timetabled but, as the children become more familiar with the process of coming into school and lining up, we believe that it will get faster. The children have had a lovely day and the organisation of breaktime and lunchtime was successful.

We are already implementing some tweaks to the system for the end of the day to try to make pick up smoother. Please look for signs to direct you to lining up points.

For parents picking up from **Harrow Close**, we have created a larger area for queuing by putting barriers along the car park. As you come along the path and approach the gate, signs will direct you to line up as separate classes and we will hand the children over to you through the gates. If you need to collect another child, please stand on the other side of the gate once you have collected your first child.

Year 2 parents need to be at the front of the queue as their children are released first at 3.00. Year 1 parents should queue in the designated area of the path, which will be signposted, until their allotted time at 3.05, when they can move forward and split into their class lines.

For parents picking up from **Ellingham Road**, we will be opening the double gates and the side gate to release the two-year group classes at the same time. Please do not move into the area outside of the gates until your allotted time: Year 3 at 3.05; Year 4 at 3.10; Year 5 at 3.15; and Year 6 at 3.20. We have created a waiting area if you are picking up another child once you have picked up the first child.

Please do not become overly-anxious if there is confusion over gates or if siblings are not promptly delivered to you. Your child will be kept safely with their teacher until we can ensure a safe handover.

We will put in some changes for tomorrow morning too, which will involve dropping off through the double gates as well as the small gate. Please still turn up at your allotted time so that the crowding on the path is minimised and, ideally, with just one parent accompanying the child. Unless you have been notified otherwise, please pick up Year 1 and 2 children from Harrow Close and Year 3, 4, 5 and

6 children from Ellingham Road. We understand that this might be inconvenient for some of you but it is the most straightforward system for managing large numbers of children attempting to avoid cross contamination of groups.

Please bear with us as we continue to smooth out any areas that are causing delays and crowding.

Yours sincerely,

A handwritten signature in black ink that reads "Mrs L Keogh". The signature is written in a cursive style with a large, looped initial 'K'.

Mrs L Keogh
Headteacher