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Wednesday 23<sup>rd</sup> September 2020

Dear Parents and Carers

**Changes to Entry and Exit Times from Monday 28<sup>th</sup> September**

It has been a pleasure to see Ellingham children adapt to the new routines of coming into school independently and lining up with their classmates, or leaving the school at the correct exit when joining siblings. The whole process, with some adjustments, has become much more efficient and, with the addition of barriers at Harrow Close, much safer.

From **next Monday**, we would like to improve this further to reduce the waiting time and prevent crowding for parents waiting to collect children from different year groups. As such, we have amended the times for Year 5 and Year 6 to allow for the entry and dismissal of two-year groups at a time at the Ellingham Road gate and the entry time for Reception classes at Harrow Close. Siblings will be walked to the correct gate in the usual way.

Timings by Year Group – changes highlighted			
Year group	Gate	Drop off	Collection
Nursery	Harrow Close	8.30	11.30
Reception	Harrow Close	8.40	3.05
Year 1	Harrow Close	8.40	3.05
Year 2	Harrow Close	8.35	3.00
Year 3	Ellingham Road	8.35	3.05
Year 4	Ellingham Road	8.40	3.10
Year 5	Ellingham Road	8.35	3.05
Year 6	Ellingham Road	8.40	3.10

It is likely that this will take a couple of days to settle down but we hope that this approach will be helpful for parents. Thank you for your support with this.

Yours sincerely,

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

Mrs L Keogh  
Headteacher