

Email sent to reception class parents drop off and collection arrangements for Reception children

Dear Parent / Carer,

We are really looking forward to your child coming to school tomorrow and really hope they have a lovely day. In order to make the best day possible, we have made some changes to the drop off and pick up organisation. Having had two days experience of managing two-year groups through the Harrow Close gate, we are aware that there may be some problem with crowding and want to sustain social distancing rules as much as possible. We would recommend that you wear a mask.

In the morning -

Please arrive at the Harrow Close entrance no earlier than 8.45 and follow the signs for your class – Apple or Cherry – to arrive at the front of the double gates. We will collect your children from you at this point and would ask you to say a fond farewell and head out of the exit. It is important that you do not arrive earlier as Year 2 and Year 1 children are dropped off from 8.35 and 8.40 and the queue will possibly extend to the main road if reception parents were to join before their allocated time. If you are dropping siblings from a different year group, you will of course be there earlier with your child and we will welcome your reception child at the same time as their elder siblings.

In the afternoon -

Please arrive at the Harrow Close entrance at 3.00 and make your way to the front of the double gates. This is likely to involve you walking past Year 1 and Year 2 parents, who will be queuing. We will invite you in through the double gates to line up in the entrance to the reception playground so that we can release your child to you from that point. If you are also collecting a Year 1 or 2 sibling, we will send them to you in the Reception collection point. If you need to collect a Y3-6 sibling, you will need to wait in the sibling collection area outside of the gate and they will be brought to you.

Please remember to send your child in with a named water bottle, a piece of fruit for a snack, a packed lunch, if you have not booked a hot meal, and some spare underwear.

This is an unusual time to start school as our routines are so very different due to the coronavirus. We are still feeling our way so do bear with us as the system for Reception is new to us and there may be some teething problems. Our priority is that your child has the best start to school so please be positive and try to see the funny side if things do get delayed or slightly awry. We will be working hard to get it right.

Kind regards,

Ellingham Primary School Team

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