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15th September 2020

Dear Parents and Carers

Arrival and departure at school reminders

Children from this week are in their rightful year groups and so we thought it useful, in the light of changing guidance in the country, to just help remind you of the times and arrangements for arrival and pick up at school.

Arrival

Please ensure you do not arrive before your child's allocated time (see overleaf).

All gates are open from 08:45 a.m. and parents and carers should go round in a socially distanced manner at your **child's allocated arrival time**, keeping a safe distance from each other to the door of the classroom. Please then as parents and carers exit the site in line with signage and the information issued previously to help maintain the one-way routes. You may be asked to wait, if you arrive too early. **If your child walks to school on their own, please ensure they do not leave home too early.**

Pick up

Pick up will operate in a similar manner with children being able to be collected from when the gates are opened for the earliest pick up time for our classes. Parents and carers are kindly asked to wait in a socially distanced manner outside the door of the classroom at your child's allocated collection time. Please keep walkways clear. If you are collecting a sibling, children will, be kept at the classroom doors for 10 minutes after the published pick up time. For handy reference the published pick up times are printed on the back of this letter.

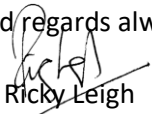
Children who walk to and from school on their own with permission from their parent/carer must not arrive at school any earlier than their class's arrival time and should be directed to go 'off home, straight home' at the end of the school day. This is because there is simply not enough space on and around the site to have groups of children waiting around school. **Children arriving too early may be asked to wait until their allocated time.**

Please don't congregate on the pavements outside of school after you have dropped your children off, as others will be arriving in school and need the routes to be kept clear. If you have siblings in different classes with different times, we realise this may be tricky to manage, so please come **for the latest time** to drop off and pick up all the children at or from their respective classes.

We are of course keeping these arrangements under constant review so that we can manage the increased numbers on site in the best way possible way for the safety of everyone.

If you have any other queries related to the arriving and departing from school, please do let us know.

Kind regards always,


Mr Ricky Leigh
Headteacher

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Drop off and pick up times

All children from Y1 to Y6 will start back in a carefully planned staggered arrival and departure and we have planned this to look as follows:

Year Group	Class	Entry Gate	Exit gate	arrival	pick-up
Reception	Badgers	Loading bay	Forest school	08:45 a.m.	3:00 p.m.
Reception	Rabbits	Loading bay	Forest school	08:50 a.m.	3:05 p.m.
Year 1	Maple	Loading bay	Forest school	08:50 a.m.	3:05 p.m.
Year 1	Willow	Loading bay	Forest school	08:45 a.m.	3.00 p.m.
Year 2	Birch	Loading bay	Forest school	08.55 a.m.	3:10 p.m.
Year 2	Oak	Loading bay	Forest school	09:00 a.m.	3:15 p.m.
Year 3	Warrior	Front gate	Forest school	08.55 a.m.	3:10 p.m.
Year 3	Victory	Front gate	Forest school	09:00 a.m.	3:15 p.m.
Year 4	Endeavour	Front gate	Field gate	08.55 a.m.	3:10 p.m.
Year 4	Invincible	Front gate	Field gate	09:00 a.m.	3:15 p.m.
Year 5	Apollo	Front gate	Field gate	08.55 a.m.	3:10 p.m.
Year 5	Orion	Front gate	Field gate	09:00 a.m.	3:15 p.m.
Year 6	Tim Peake	Front gate	Field gate	08:45 a.m.	3:00 p.m.
Year 6	Mae Jemison	Front gate	Field gate	08:50 a.m.	3:05 p.m.