

Dear Parents and Carers,

We have reviewed the arrangements for the beginning and end of the day to try to make things a little easier for you. Please read the details of the new arrangements carefully so things can run smoothly.

Mornings

KS2

The main gate will be opened at 8:30. Between 8:30 and 8:40, children in years 3, 4, 5 and 6 who don't have a younger sibling will come on to the playground where staff will direct them to their classes. Children should come on site by themselves. If your child needs to be accompanied onto the playground, this should be by only one adult who should direct the child to their adult and then leave via the kitchen gate.

KS1 and F2

Between 8:40 and 8:50, KS1 and F2 children can be brought on to the playground through the main gate. They should go straight to their line where the teachers will be waiting. Any older siblings will go straight to their classroom. We ask that you do not wait around until the children go into class but vacate the site as soon as possible.

	Start time	Entry Gate	Exit gate
Reception F2 Years 1 and 2 and any KS2 children with younger siblings	8:40-8:50	Main gate	Kitchen gate
KS2 Years 3,4,5,6 with no younger siblings	8:30-8:40	Main gate	Kitchen gate

Afternoons.

The kitchen gate will be opened at 3:05. Between 3:05 and 3:10, children in years 3, 4,5 and 6 can be collected from the playground. Unless you also have children in KS1 or the foundation stage, you must vacate the playground through the main gate as soon as you have collected your children.

Between 3:10 and 3:15 KS1 children can be collected from the playground and the F2 children can be collected from the F2 gate.

Year 5 and 6 children who normally walk home by themselves will continue to do so.

	Pick up time	Entry Gate	Exit gate
Reception F2 Years 1 and 2 and any KS2 children with younger siblings	3:10-3:15	Kitchen gate	Main gate
KS2 Years 3,4,5,6 with no younger siblings	3:05-3:10	Kitchen gate	Main gate

Please remember to adhere to social distancing at all times.

Please do not attempt to enter any of the buildings for any reason.

The staff will be completely focused on the safety and welfare of the children. Please don't try to pass on messages or engage them in conversation at these times.

One adult to come onto the playground to pick up or drop off the children

Thank you for your cooperation.

Best wishes

Margaret Newcombe