



Dear Parents / Carers

Changes to morning and end of school procedures

Thank you for your continued support of the school and for taking the time to share your experiences last term of the start and the end of the day. We are working extremely hard to ensure the safety of everyone on the school site and have decided to make some changes to our procedures in light of the recent announcements and your suggestions.

With effect from Monday 2 November – the first day of Term 2 – face **masks will be mandatory** and the following will be in place;

Start of the Day Procedures

YEAR GROUP	TIME INTO SCHOOL	ENTRY POINT TO SCHOOL
Year 5 / Year 6	8.30am	Walk down steps Walk along school balcony to classrooms (NEW)
Year 3 / Year 4	8.40am	Walk down sloping ramp using social distance markers Walk along balcony to classrooms – child only
Year 1 / Year 2	8.50am	Walk down sloping ramp using social distance markers Enter school through hall door – child only (NEW) Parents to exit using side gate – no access to school playground (NEW)
Wrens / Jays	8.50am	Walk down sloping ramp using social distance markers Walk with child to classroom door on playground

We are hopeful that this will maximise social distancing measures and enable parents to be welcomed to school more safely. **Staff receiving your child will be wearing face masks** for your and their protection. **They will be unavailable for any conversations** with you so that we may keep the traffic through school fluid and efficient; please use your class email address or phone the school office. We will be very pleased to help you using these platforms. Please also remember that **only one parent may come to school with your child.**

End of Day Procedures

YEAR GROUP	TIME OUT	COLLECTION PROCEDURE
Year 5 / Year 6	3.05pm	Parents enter hall with a face mask and collect child
Year 3 / Year 4	3.00pm	Parents collect from black playground. Face masks mandatory
Year 1 / Year 2	2.45pm	Parents enter hall with a face mask and collect child (NEW) Parents exit using side gate – unless collecting sibling from Year 3 / 4 or Reception class.
Wrens / Jays	2.45pm	Parent collect from classrooms. Face masks are mandatory

I hope that these changes enable you to feel safe on the school site and enable you to move quickly and efficiently in order to collect your child / children. We would urge you to abide by all social distancing measures and requests made by staff in order to keep you safe.

We are looking forward to welcoming you and your children back to school tomorrow. Please ensure that you have a face mask; any parent not wearing a mask will not be allowed to enter the school site.

Many thanks

Sue Heather

Headteacher

