



Thursday 25th February 2021

Dear Parents/Carers

School Procedures from Monday 8th March 2021

Please find below the school's start and end of the day procedures.

Can we remind you that **face masks are still mandatory** for parents/carers 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
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 Parents to exit using side gate – no access to school playground
Wrens / Jays	8.50am	Walk down sloping ramp using social distance markers Walk with child to classroom door on playground

Once again, 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

Monday, Tuesday, Wednesday and Friday		
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 Parents exit using side gate – unless collecting sibling from Year 3 / 4 or Reception class.
Wrens / Jays	2.45pm	Parent collects from classrooms. Face masks are mandatory

In order to support all our children in KS1 and KS2, we have decided to extend our school day every Thursday afternoon for 45 minutes. For parents who have siblings in EYFS (Wrens & Jays), please contact the school direct so we can support you on an individual basis

Thursdays ONLY		
YEAR GROUP	TIME OUT	COLLECTION PROCEDURE
Year 5 / Year 6	3.50pm	Parents enter hall with a face mask and collect child
Year 3 / Year 4	3.45pm	Parents collect from black playground. Face masks mandatory
Year 1 / Year 2	3:30pm	Parents enter hall with a face mask and collect child Parents exit using side gate – unless collecting sibling from Year 3 / 4 or Reception class.
Wrens / Jays	2.45pm	Parent collects from classrooms. Face masks are mandatory

We are looking forward to welcoming you and your children back to school on Monday 8th March. 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



Mrs Sue Heather

Headteacher

