

05.11.21

Dear Parents/Carers,

Changes to collecting children at the end of the school day

We thank all our parents/carers and teachers for ensuring that our system has operated safely and effectively over the past 18 months.

We have however taken into consideration both staff and parents/carers voice in changes to revise the system even further. It will also allow less time for everyone to be waiting outside in the cold winter months.

The new system will begin on Monday 8th November and will be reviewed daily. The main changes are that parents/carers will be collecting their children from inside the school playground and from their external classroom doors.

The new system and how it will operate?

All parents/carers will still arrive to collect their child/ren at the same staggered times. If there is more than one child to collect please can you ensure that you collect all children at the **eldest child's time**.

If parents/carers have more than one sibling they will need to carry out more than one pick up point at the eldest child's door first.

There will be staff on the gate to ensure that only parents/carers will enter at the correct times to avoid overcrowding.

- o Year 3 Collection time - 3pm
- o Year 4 Collection time - 3.05pm
- o Year 5 Collection time - 3.10pm
- o Year 6 Collection time - 3.15pm

Parents/carers will line up at the main entrance as already in place. Staff will open the gates at 3pm to allow year 3 parents in first to collect their child/ren **from the external classroom doors**. Then years 4/5 and 6 will follow at the above times.

Additional staff will be outside to direct which door to collect from. The class teacher will be at the door to dismiss your child and **we ask all parents/carers to collect their child/ren in a safe and orderly way by standing in the designated area marked with a cone.**

How will parents/carers understand where to go?

When standing at the main gate and looking at the school building, there will be three main directions in which to collect your child/dren.

Year 3 (all have an external door) and will be collected from the front right of the school.

Year 4

Class 4 hall door at the back of the school - First door.

Class 5 outside door at the back of the school - serenity garden.

Class 6 front external door. Next to the rainbow fence.

Year 5

Class 7 front external door. Next to the rainbow fence.

Class 8 hall door at the back of the school - Second door.

Class 9 external door at the front left of the school - queue up the ramp.

Year 6

Class 10 external door at the front left of the school - queue up the ramp.

Class 11 external door at the back of the school - serenity garden.

Class 12 external door at the back of the school - serenity garden.

What about children who are allowed to walk home alone?

With parental permission signed in planners, years 5 and 6 are allowed to make their way to and from school unaccompanied. Year 3 and 4 children **MUST** be dropped off and collected by an adult and not older siblings in school.

All children who are allowed to walk home alone will be dismissed **first** by the class teacher. If we could ask all parents/cares to allow the children out safely first before collecting their own child/ren.

Is the system changing in the morning drop off?

No this remains the same and we thank all our families for adhering to the below times for this:

- o **Year 3** Start time - 8.45am
- o **Year 4** Start time - 8.50am
- o **Year 5** Start time - 8.55am
- o **Year 6** Start time - 9.00am

We thank you for your support to ensure a safe and respectful exit from our school and we will review the system on a daily basis and seek feedback from all.

Many thanks,

Mrs Seabright
(Headteacher)

