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28th August 2020

Dear Parents and Carers,

One way system !

We have thought again about how children are dropped off and picked up and we have changed what we are going to do. Please accept our apologies for the sudden change but we have already learned from the experience of other schools and feel this is a safer and more sensible way to move on and off the site.

The following link explains what we will be doing from Tuesday: <https://youtu.be/KDnfdIk9WxU>

Start of the day

1. ALL children (except 6F and 6H) to enter through GATE 1 **at any time between 8.40 and 9.00am**. Children should be accompanied by 1 adult only, please.
2. Follow the one-way system around the outside of the school, dropping children off at the appropriate door. Please do not wait around but continue on the one way system.
3. Children are dropped off in the following order (all doors are labelled): Nursery and Reception (once they start); 4T and 4R; 3A; 3T; 1HG and 1G; 2H; 2J; 5B and 5L. The video shows this in action.
4. Children will go straight into their classes as soon as they arrive and adults will continue to walk round, leaving the site at GATE 5 (on Balfour Street)
5. Drop off for Year 6 only is straight into the old car park, outside the mobile at GATE 2. This should happen at 8.50

Entry to the Office

The office will be open from 8.30 to 9.30 and 3.00 to 3.30 every day. Again, there is a strict one way system in place – entry from Balfour Street (GATE 4) and Exit onto Central Road, (GATE 3)

Between 9.30 and 3.00 you can only enter and exit from the Intercom gate – GATE 3 – with one family only in the reception area at a time.

End of the Day

1. Use the same one way system – entering at GATE 1 and leaving at GATE 5
2. 3.10 - 3.20pm Pick up for single children only – no families
3. 3.20 – 3.30pm Pick up for families with more than one child
4. As with the morning, move around the one way system, do not turn back!
5. 6F and 6H to be picked up at 3.20 from GATE 2.

We hope this will be an efficient and quick way to enter and leave the school premises. I look forward to seeing you all on Tuesday morning.

Best Wishes

Richard Stone

Headteacher