

3rd March 2022

Rooksdown Drop-off & Collection Arrangements

Dear Parents and Friends of Castle Hill,

Further to our letter on Monday here is some more information with regards to dropping and collecting your children. From **Monday 7th March** you will be able to come onto the school grounds. The school has grown a lot since some of you were last onsite collecting your children, so some changes have been made to where the year groups will be dismissed from:

- Year R, 1 and 2 - classroom doors
- Year 3 - library doors, close to the park gate
- Year 4 - the door close to the canopy on the phase 1 building, opposite the no-mow
- Year 5 - dismissed onto the main playground from the phase 2 building
- Year 6 - dismissed from the end of the phase 2 building close to the field.

Please see attached maps for clearer guidance. These doors will also be clearly labelled for you.

With regards to timings, at this stage, we have decided not to change the times of the school day. This will be reviewed and any changes will be communicated. If you have children in multiple year groups, please collect all children at the latest time from their specified year group exit. As per the previous arrangement, we will supervise your children until you have arrived. Collection needs to happen at the specified points and will no longer be possible from the school gates for safeguarding reasons.

When dropping your children off in the morning, you will be able to enter the school grounds via any of the gates, if you wish to do so. If you have children in multiple year groups, please drop all children at the earliest time to their specified year group entrance. A member of staff will be in the classroom to supervise them.

Unfortunately, there will not be much opportunity to chat with your child's class teacher at this point but if you need to contact them, please use class dojo or arrange an appointment to see them after school. Access into the school building remains by appointment only.

If you are walking through the Year R outdoor area in the morning, please be aware that equipment will be out and is prepared ready for their lessons. Please can you ensure that your children are not playing with the equipment or moving it as this can cause disruption and delay to the Year R's learning.

Many thanks for your continued support.

The Castle Hill Team

Rooksdown Entry and Exit Points

