

7 September 2021

Rooksdown Drop-Off and Collection Immediate Changes

Dear Parents and Friends of Castle Hill,

We always pride ourselves on listening to our parents and staff feedback on how to improve and review our processes.

It has been highlighted that we have pinch points at the school gates during drop-off and collection times. These changes are primarily focused on our younger children in KS1 (Years 1 & 2). **The following changes will come into effect at today's collection:**

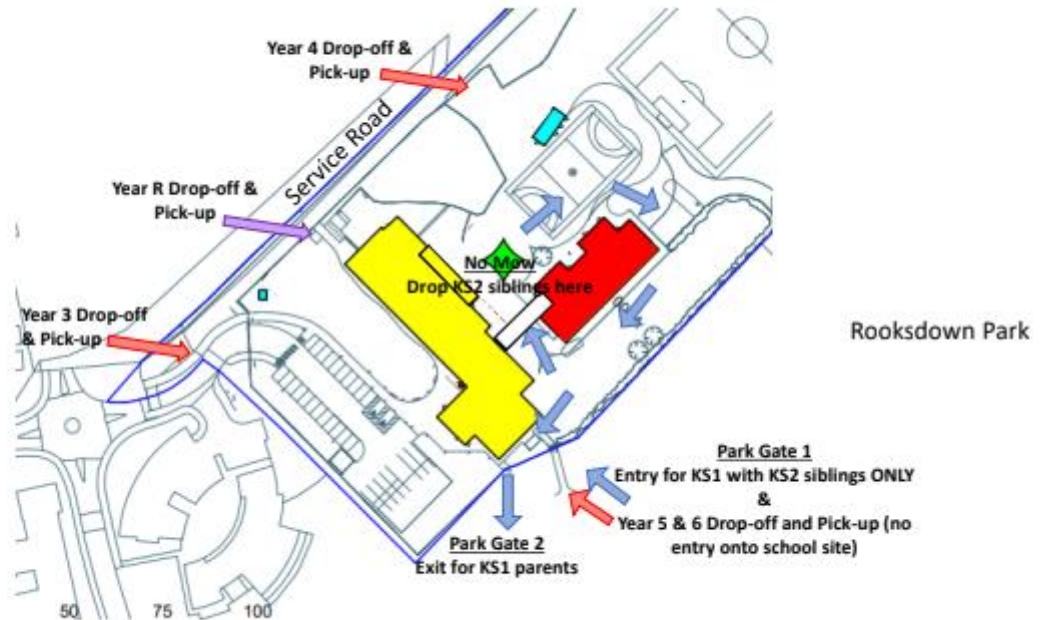
- All parents / carers KS2 (Year 3,4,5 & 6) are to continue to use the gates allocated to their year group (see new map below).
- KS1 parents/carers will be allowed onto the school grounds to drop-off and collect their children from classroom external doors and wearing of face masks is welcomed.
- Collection and time onsite should be brief and brisk and we ask parents to socially distance themselves and not congregate in large groups.
- Please note this will **not** be an opportunity for parents to visit reception or speak with teachers. Please use the Class Dojo to communicate with teachers or email the Admin team via admin@chjs.net if you need to make an appointment.
- Please remember that no dogs are allowed on the school grounds.
- A communication for Year R parents to follow in due course.
- A video has been uploaded on the website, which will hopefully help to explain the changes.

If you have pupils in:	Arrangements
KS1 only	Come through park gate 1 and follow new one-way system (blue arrows) clockwise around Phase 2 building to drop off and collect KS1 child from external classroom doors. Exit through park gate 2.
KS1 with KS2 sibling	Drop and collect KS2 child (this applies only if you also have a sibling in KS1) first onto the No Mow then follow the new one-way system (blue arrows) clockwise around Phase 2 building to collect KS1 child from external classroom doors. Morning drop off will be at the older sibling time and afternoon collection to be at the younger sibling time.
KS2 only	No change - drop off and collect from park gate 1 (Years 5 & 6), service road gate (year 4) and front gate (year 3).

Times & Gates

Year Group	Arrival Time	Finish Time	Entry/Exit gate
Year R	08:45	15:00	Year R gate on service road
Year 1	08:45	15:00	Park gate 1 / Park Gate 2
Year 2	08:45	15:00	Park gate 1 / Park Gate 2
Year 3	08:40	14:55	Lower gate on service road
Year 4	08:40	14:55	Lower gate on service road
Year 5	08:35	14:50	Park gate 1
Year 6	08:35	14:50	Park gate 1

Drop-off & Pick-up Points – Sept 2021



This process will be reviewed at the end of half term and any additional changes will be communicated to everyone before the beginning of Autumn 2 term.

As always, we appreciate your support.

Yours sincerely,

Mr Martin & CHPS Team