

15th September 2020

Dear Parents and Friends of Castle Hill,

As we have said already, a huge thank you for your support and patience with the staggered timings at the start and end of the day. It has been a learning curve for the entire team and a complicated logistical challenge that is ever evolving. Since returning to school, we have listened to your suggestions, concerns and, at times, your frustrations.

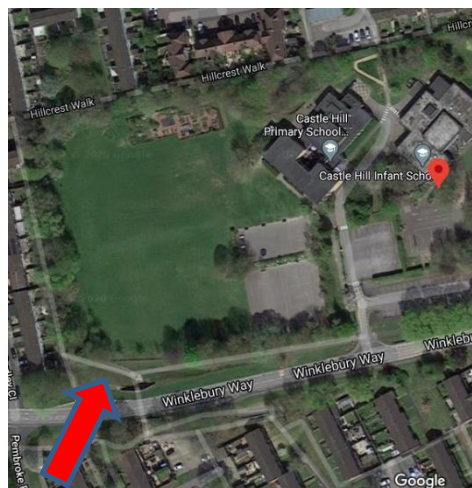
We hope parents realise if things have not run as smoothly as we would like, it is not through lack of planning. A plan on paper is just that and until it evolves in practice pinch points are not always obvious. We have tried to respond, adapt and improve on a daily basis. Please find attached the drop off and collection expectations with some FAQ's that have been identified since we started on Monday 7th September.

We are looking closely at congestion at the Hillcrest Walk gate and have already made various changes to hopefully speed up pupil flow, particularly at the end of the day.

A consideration...

We have located a disused gate at the bottom corner of our grounds - see map below. Mr Martin, Mr Ward and other team members have spent many hours hacking through undergrowth to make this blocked entrance accessible.

Good news as a result of this rapid clearance is that there is now capacity to allow one year group to enter school through this gate. The goal is to reduce congestion on Hillcrest Walk so it makes sense for either Year 3 or 4 to be relocated. The Year 3 cohort has the greatest overlap with siblings in Year 5 and 6, so Year 3 would be the logical choice. There is further work to be done (e.g. putting in a pathway) before this option is available, hence we would welcome your thoughts about this proposal. However, if our current system for Year 3 and 4 arrival and departure is improving, we do not want to add another variable, unless there is parental need. We would appreciate your feedback via email to admin@chjs.net. If we have enough parents wanting to move to the alternative gate, we will do all we can to make this happen.



Drop Off & Collection Expectations with FAQ's

What time should I drop off and collect my child and from which gate? We have shortened the drop off times to 5 minutes to reduce overlap of year groups. Please note new times below.

	Start	Finish	Entry/Exit Gate
Year 3 Greenbank	08:35 - 08:40	14:50	Rear gate onto Hillcrest Walk
Year 4 Greenbank	08:45 - 08:50	15:00	Rear gate onto Hillcrest Walk
Year 5 Greenbank	08:45 - 08:50	15:00	Lower gate onto Winklebury Way
Year 6 Greenbank	08:35 - 08:40	14:50	Lower gate onto Winklebury Way



Is there a collection procedure?

You should join your child's class queue and maintain social distancing where possible. Each class now has a coned off area and should be clearly labelled.

When you are at the front of the queue, please advise the teacher dismissing who you are collecting and the teacher will send the child to you. Once you have collected, **please leave as quickly as possible** so that other parents can move up the queue.

What if I have twins/siblings or I am collecting other children in the same year group – what queue should I join?

You should pick one queue, it does not matter which one, and when you get to the front of the queue please advise the teacher the names of the children you are collecting – they will then be dismissed together.

Should I wear a mask?

We strongly advise, in conjunction with Government guidelines, that face masks should be worn **especially where parents are gathering.**

Why are different gates used?

Bringing the year group Pods through different gates reduces congestion and mingling and is one of our preventative measures.

Why are year 3 and 4 pupils arriving through the rear gate and not the front?

The Year 3 and 4 pupil classrooms are at the Hillcrest side of the building, so bringing them through the rear gate reduces crossover with other year groups on site.

What happens if I have siblings in different year groups and they should be arriving at different gates?

Younger siblings need to start and finish together with their older siblings **at the older sibling's gate.** This is so the older child can bring their younger brother or sister in with them and reduce overcrowding. It is also because key stage 2 pupils (Year 3 to 6) have a longer teaching week, so we do not want them to lose out on teaching time.

What should I do if I would like my child to walk home on their own?

Please email admin@chjs.net if you would like to give permission for your child to walk home on their own and this will then be forwarded onto the class teacher and the register will be updated. **We cannot let any child walk home without prior permission.**

We hope this information is helpful and look forward to your thoughts regarding the Year 3 and 4 drop off point.

Kind regards



Mr John DF Martin and The Castle Hill Team