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Dear Parents

Here is the timetable of our staggered start and finish times. As I have mentioned we have tried to minimise the stagger so are using lots of different entrances. We are required to reduce opportunities for congestion around gates and in the playground so please can you ensure that you use the specified gate.

Class	Drop off Time	Entry Gate /Playground	Entry Door	Collection time
Reception	From 8.45am	Infant gate into the infant playground	Green area into Reception classroom	3.15pm
Year 1	8.45am	Double gate into the activity playground	Hall door (B&A Club exit)	3.15pm
Year 2	9.00am	Infant Gate into the Infant playground	Infant doors	3.30pm
Year 3	8.45am	Junior gate into the Junior Playground	Junior doors	3.15pm
Year 4	9.00am	Junior gate into the Junior playground	Junior doors	3.30pm
Year 5	8.45am	Double gates into the front of school	Y4 fire exit	3.15pm
Year 6	9.00am	Double gate into the activity playground	Hall door (B&A Club exit)	3.30pm

**Please make sure that you arrive no earlier than the designated drop off time.**

To avoid congestion in the playground we ask that parents of Years 5 and 6 pupils remain outside the school gates.

Pupils/parents in the playground should remain socially distanced at all times.

Please note only one adult may accompany a child into the playground.

We appreciate that many of you have children in more than one class. We hope that we have allowed sufficient time for you to take them to all entrances. If you have children due to arrive at both 8.45 and 9.00am, I suggest you aim for 8.50/8.55am so that that you have time to drop off at the earlier time and are ready for the 9.00am slot.

The children will be asked to use the hand sanitiser provided before coming into school.

Clearly, this situation is new to us all and therefore this is uncharted territory. We will review and if necessary make adaptations to the above timetable if required.

Please do not hesitate to get in touch if you have any concerns.

Many thanks for your support

Rhiannon Jones