

Southcoates

Primary Academy



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Mr Edward Chamberlain
Principal

3 September 2020

Dear Parents and Carers,

As promised I have attached details of the drop off and collection arrangements for next week. We re-open on **Wednesday 9th September** - starting at 8.45am with children in Reception, Year 1, Year 3 and Year 5. Then at 8.55am the children in years 2, 4 and 6 will arrive. The children in Nursery will start the following week.

Staff will be out at all four of the gates to show you exactly where we need the children to line up. It is going to be a challenge for all of us and we appreciate that it will be more difficult for some of you. Please work with us as we get in to a routine and can speed things up. At the moment, the weather app. on my phone says it will be dry - fingers crossed it stays that way! We want to be organised with this before the winter weather arrives.

Please note:

- It is important that you stick to the designated times and gates. This is one of the key ways we are able to separate our 'bubbles'. If you are late, you will need to wait until 9.05am to be able to get in to the main office.
- If you need to collect your child during the school day, we now have electronic access at the main gate. Please press the buzzer and speak to the office staff. They will bring your child out to you.
- If you use a child minder for drop off or collection from school, please ask them to contact us and we will discuss the best way for them to do this.
- Please keep to just ONE adult per family dropping off at or collecting from school. We need to keep the numbers of people as low as possible around the school site.
- If your child is wearing a mask to get to school they will need to remove this before entering school. This should then be placed in a plastic bag until they leave the premises. Within school they will wash/sanitise their hands regularly across the day.



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- We know that the end of the day will be particularly difficult. The children in KS2 will be let out of school and, as per our usual procedures, be told to come back to their teacher if there is no-one to collect them. Obviously, if you have given them permission they will walk home by themselves. In KS1 or Early Years we will have to hand children over to the designated person. This is always time consuming, especially as staff are getting to know the parents. We will do the best we can.

Finally, please can I remind you all that it would be appreciated if you would talk to your child about all the new arrangements we have sent out to you. We will of course go over them in school on day one, but it helps when they know what to expect.

If we have any further information, or need to adjust any of the arrangements we have told you, we will be in touch.

We are looking forward to welcoming everyone back in to the building after such a long time! We're not completely back to normal yet, but we are starting to get there.

Take care,

Mr Chamberlain,
Principal.

Entry and exit arrangements: September 2020

In order to meet to meet with social distancing guidance, below are the arrangements for children arriving and being collected from school. In KS2 (years 3 to 6) parents are asked to drop their children at the assigned gate and staff will ensure that they get in to school and to the correct classroom. Nursery, Reception and KS1 children can be dropped at the door – but unfortunately parents are not allowed to enter the building.

Year Group	Classes	Entrance	Time <u>IN</u> at the start of the day	Time <u>OUT</u> at the end of the day
Nursery	Mrs Rhodes	Nursery gate on St. John's Grove	8.55am to 9.05am	3.15pm to 3.25pm
Reception	Mrs Hodgson (RH) Mr Kendrick (RK)	Nursery gate on St. John's Grove	8.45am to 8.55am	3.05pm to 3.15pm
Year 1	Mrs Knight (1K) Miss Boba (1/2B – YEAR 1 children)	Car park entrance on St. John's Grove	8.45am to 8.55am	3.05pm to 3.15pm
Year 2	Miss Boba (1/2B – YEAR 2 children) Miss Ward (2W)	Car park entrance on St. John's Grove	8.55am to 9.05am	3.15pm to 3.25pm
Year 3	Mrs Seville & Mrs Simpson (3S) Miss Hepple (3H)	Side entrance on Southcoates Lane	8.45am to 8.55am	3.05pm to 3.15pm
Year 4	Mrs Wilmot (4Wi) Miss Wright (4Wr)	Side entrance on Southcoates Lane	8.55am to 9.05am	3.15pm to 3.25pm
Year 5	Mrs Munde (5M) Mrs Ward & Miss Prethero (5WP)	Main gate on Southcoates Lane	8.45am to 8.55am	3.05pm to 3.15pm
Year 6	Miss Porteus (6P) Mrs Oliver (6O)	Main gate on Southcoates Lane	8.55am to 9.05am	3.15pm to 3.25pm

- Please note: It is essential that you stick to the correct times. If you are late, you may have to wait until 9.05 to get in to the building so that year groups / bubbles do not mix.