

Friday 4th September 2020.**Drop of and Collection Arrangements**

Dear parents/carers,

Thank you all for your patience and understanding during these first few days back in school. Having monitored and reviewed the systems and processes we currently have in place for drop off and collection of children across school, we would like to inform you of the amendments we will be making from Monday 7th September. We are aiming for a more staggered entry of children into school and reduced wait times between sibling drop offs through the use of time slots and grouping year groups. At the end of day, we have introduced a new one way system for Reception and Years 2-6. This will hopefully alleviate the concerns raised by parents regarding families not keeping to the right of the pathway when entering and exiting through the main gate, causing lots of crossing of paths. We thank parents/carers, staff and children for their feedback and will continue to welcome this to allow us to further review and make amendments if necessary.

Arrival into school**Yellow arrows= KS2 one way system.**

Amended arrival times to allow a more staggered entry into school and to cut down on wait times between sibling drop offs:

Year 3 and 4: 8.30-8.40am Year 5 and 6: 8.40-8.50am

To ensure that the area around the main gate is kept clear and the flow of pedestrian traffic is kept moving, when dropping off your children please ensure you:

1) only arrive at the gate within your allocated time slot

2) follow the one way system (come in through the gate, hand over your child, walk along the path on the school grounds and exit back onto the pavement through the gate).

Red arrows= EYFS and KS1 one way system.

Amended arrival times to allow a more staggered entry into school and to cut down on wait times between sibling drop offs:

Year 1 and 2: 8.30-8.40am Two's and Nursery: 8.40am-8.50am Reception: 8.50-9.00am

To ensure that the flow of pedestrian traffic is kept moving, please ensure that you only **arrive onto the one way system within your allocated time slot**. Please ensure that you maintain **social distancing** between family groups if there is any queuing.

Year 1 and 2- please make use of your two entrance doors (staff will be on both doors) to hopefully speed up the dropping off process.



Collection Arrangements



Yellow arrows= Reception and Years 2-6 collection.

Please note: Reception and Year 2 will now be collected from a different exit point.

Reception: 3pm

Year 2 and 3: 3.10pm

Year 4, 5 and 6: 3.20pm

We will be enforcing this one way system to help ensure the safety of all, therefore, please ensure you follow the route.

We are hoping that there is a continuous flow of pedestrian movement around the site.

Please ensure that **gaps are kept between family groups** when waiting for children to be released and when moving around the school grounds to ensure that social distancing is promoted.

Red arrows= Two's, Nursery and Year 1 one way system.

Year 1 (using both doors)- 3.10pm

Two's and Nursery- 3.30pm

Again, please ensure that you **only arrive onto the one way system at your allocated time.**

1HH and 1DL will now be released from separate doors to speed up the collection process.



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**National College for
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If you are collecting siblings from different one way systems, then please ensure you use the relevant entrance and exit points and do not go against either of the one way systems.

Thank you once again for your feedback/suggestions and, in advance, for your ongoing support and continued patience. It is important that we get this right for the safety of us all. As always, please contact us to discuss any concerns.

Yours sincerely,

Miss R Kohli.

