



Coleham Primary School

For every child, an Excellent Education

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3rd September 2020

Dear Parents and Carers,

Following on from my earlier letter, I write to provide you with an update regarding arrangements for the start and end of the school day.

As you are aware, the guidance that we have been asked to follow from the DFE states that drop off and pick up times must be staggered in order to ease congestion in and around the school site. Therefore, we have the following system in place:

- **All Reception, Year 1 and Year 2** children need to arrive at school at **8:40am and leave at 3:00pm**, entering/exiting school via the allocated gates.
- **All Year 3, 4, 5 and 6 children** must arrive at **8:50am and leave at 3:20pm** entering/exiting school at their allocated gates (please see attached poster for further information regarding entry/exit points and where to wait at the end of the school day).
- Please ensure that children entering at 8:40am are not late
- Please ensure that children entering at 8:50am (unless coming with a sibling) are not early.

Social Distancing

Social distancing remains **absolutely necessary** to keep us all safe. Therefore, please can I ask parents to take responsibility for their own distance from others. COVID-19 is still present in the community and we must all play our part, especially now society is opening more widely. Please can parents/carers leave the school site as soon as children are dropped off in the mornings to avoid the pavements getting over crowded. Thank you for your assistance with this.

Important changes for Years 1 and 3 drop off:

Having observed how our system worked this morning, we have decided to make some changes to avoid overcrowding on the pavements outside school.

The Year 1 gate (at the corner of Greyfriars/Longden Coleham) will be opened at **8:30am** and we will ask Year 1 parents and children to come and stand on the Key Stage 1 playground (socially distanced, please) and wait until the Year 1 doors open at 8:40am. This will allow space for Year 3 parents/children to queue along Longden Coleham. The Year 3 children will then be invited into school at 8:50am. Year 1 families with a sibling in Year 3 can also wait on the Key Stage 1 playground from 8:30am until Year 3 are invited in.

We hope that these changes will make busy drop off and collection times run smoothly. We have tried to make our systems as easy to understand and follow as possible, however they do rely on all parents/carers knowing where to drop off/collect and at what time. Therefore, can I please urge you all to read the attached poster to ensure that your child is dropped off/collected at the right time/location.

Thank you all very much for your assistance and co-operation; it is much appreciated.

Yours sincerely,

Clare Jones

Ms C Jones
Headteacher