22nd October 2020

Dear Parents/Carers

**YEAR 3, 4, 5 & 6**

Despite this being a very difficult time for all of our school community, we want to send you our sincere wish that you and your family enjoy a peaceful, safe and healthy half term.

As you know we re-evaluate school procedures on a regular basis if we have any changes we need to address. As we have already informed you, one of the changes will be that we are unable to use the Church Car Park when dropping off or collecting your children from Monday 2nd November, as services etc will be resuming in Church and Church Hall. We therefore will only have access to the side entrance next to the Church Car Park. As we all know this is not a huge space so we need to adapt to a slightly different pick up regime. Please bear with us, it will no doubt throw up the odd hiccup but be assured we are doing all we can under extreme circumstances. There is no ‘one size fits all’ answer and all schools have the same problems albeit in slightly different ways. It is really important that you keep to the times given as other parents need to collect their children.

In an effort to minimise contact we will be slightly changing the END OF DAY COLLECTING PROCEDURE.

BRINGING CHILDREN INTO SCHOOL WILL NOT CHANGE AND WILL BE AS IT IS AT PRESENT ALTHOUGH WE ASK THAT YOU LEAVE YOUR CHILD AS NEAR TO THE SIDE ENTRANCE OFF THE MAIN ROAD AS POSSIBLE AND STAFF WILL BE THERE TO GUIDE THEM IN AS THEY DO AT PRESENT.

With effect from Monday 2nd November 2020 please note the change to collecting times:

**Year 3 and Year 4 children will finish at 3.00 pm each day.** **Year 3 parents** to wait in the side entrance and your children will be brought to you. **Year 4 parents** please enter by the side entrance and are asked to walk onto a designated area of the yard and your child will be brought to you. This will be clearly marked, please follow the guidelines. You are asked to follow social distancing etiquette when entering, waiting and leaving the school yard.

**Year 5 and Year 6.** **Year 5 parents** to wait in the side entrance and your children will be brought to you. **Year 6 parents** please enter by the side entrance and are asked to walk onto a designated area of the yard and your child will be brought to you. This will be clearly marked, please follow the guidelines. You are asked to follow social distancing etiquette when entering, waiting and leaving the school yard.

**YOUNGER SIBLINGS WILL CONTINUE TO COME OUT WITH THE ELDEST SIBLING SO PLEASE ONLY ARRIVE FOR YOUR ELDEST CHILD’S FINISHING TIME.**

Once you have your child it is really important that you leave the premises to ensure too many people are not in the same area or standing near the main road.

* **Please do not arrive early, especially if you are 3.15 pm collection as other parents will be here.**
* **Please arrive for your oldest child collection time and younger siblings will be with them**
* **No entry to school premises without a mask**

**PLEASE DO NOT PULL UP ACROSS THE CHURCH GATES TO DROP CHILDREN OFF. PARENTS AND CHILDREN ARE WALKING INTO AND OUT OF THAT AREA.**