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### **DROP OFF AND PICK UP FROM SEPTEMBER 2021**

Dear Parents and Carers,

I am writing to let you know how drop offs and pick ups will be from September. We have changed things compared to how we did it 'pre-pandemic' because actually, some things that we have been doing over the last 18 months we actually like and want to keep.

#### **Dropping off in the morning**

The gates to the playground will be opened **at 8.45am**. School starts at 9am and so children need to be in the building and ready to learn by that time.

**Reception** – until further notice, as they are just starting school, you will be able to take your Reception child directly to the classroom door and say goodbye there. You will not be able to come into the classroom. We ask that you follow our one-way system where possible, to avoid too much congestion (see details later).

**Year 1** – Please enter the playground. For Hedgehog class, Miss Court will be waiting on the playground to receive your child. Please say goodbye at the edge of the playground so your child can join their class line, and follow the one-way system back out of the school grounds. If your child is in Ladybird or Butterfly, please keep walking around the one-way system and when you are at the front entrance, almost back out again, you will see Ms Prosser and Mrs McGahey waiting in the Year 1 outside area to receive your child. Please say goodbye here, send them to their line and leave through the gate.

**Year 2** – Please enter the playground. The Year 2 teachers will be waiting on the playground to receive your child. Please say goodbye at the edge of the playground so your child can join their class line, and follow the one-way system back out of the school grounds.

The gates will be shut at 9am and if you arrive after that time, you will need to take your child to the school office and sign them in. Year 1 and 2 parents will not be able to speak to class teachers in the morning so if you have an urgent message, please ring the school or email.

#### **Picking Up in the afternoon**

The gates will be opened just before 3pm. Everyone can come in and walk to the classroom, where you can wait outside until school ends at 3pm. The door will then be opened and your child will be handed to you. If you wish to speak to a teacher, please wait until after they have seen all the children off.

**Working Together, to Learn, Achieve and Have Fun!**

Headteacher: Mrs Sally Dreckmann BEd (Hons) NPQH



I have already had questions about where the classes are, so I have made a video to show you about the one-way system and where all the classroom doors are! The link to this video is:

<https://youtu.be/yO4R87xu9JU>

**Please note that from September, we will return to the rule of no dogs on site.**

I hope that this answers all your questions. If not, please ring or email the school office.

Have a fantastic summer break and we look forward to seeing you all for the start of the new school year in September.

With best wishes



Sally Dreckmann  
Headteacher

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