



6 September 2020

Dear Parent/Carer

UPDATED ENTRY/EXIT ARRANGEMENTS

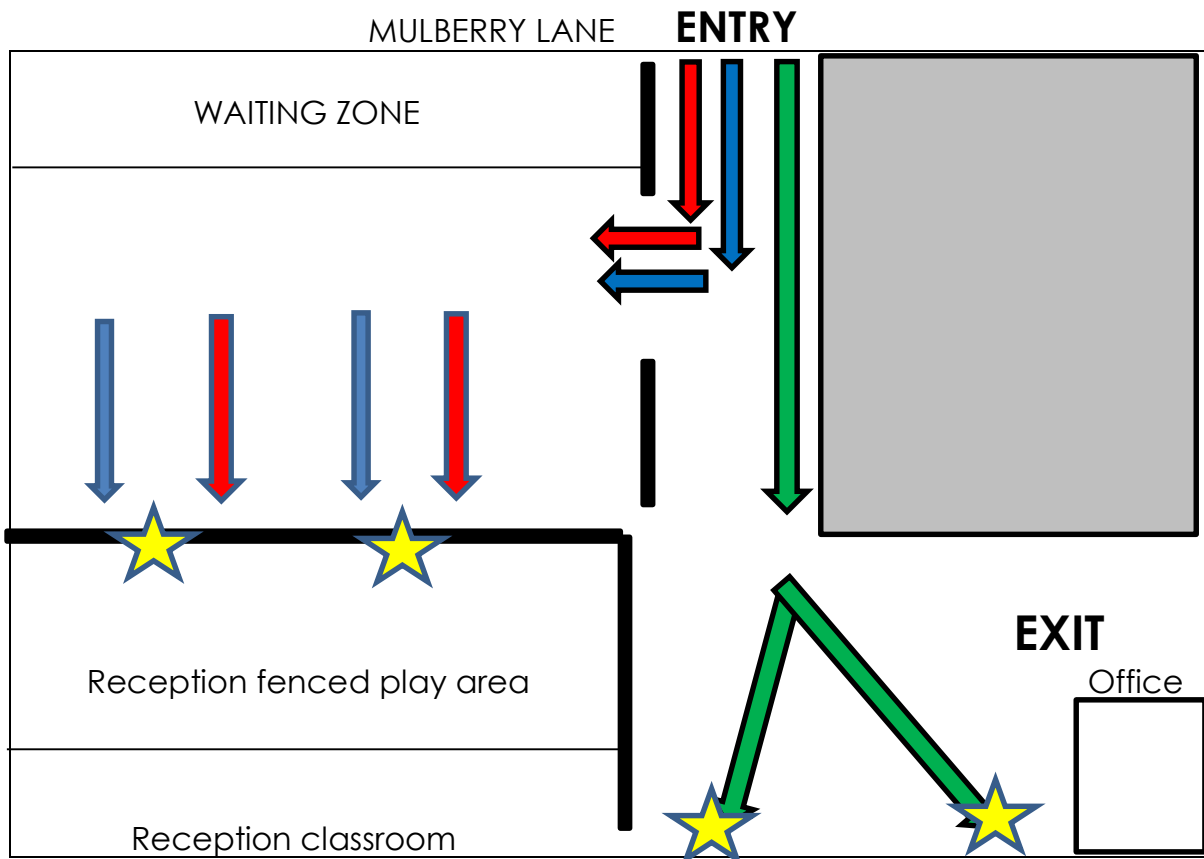
Following a review of our entry/exit arrangements last Friday, it has been necessary to make some important adjustments to our original plan in order to improve social distancing for those waiting outside the gates and to increase the speed of access to the school site. Please read the following detail carefully and adhere closely to the plan for the ongoing safety of our school community. I have set out Key stage 1 and 2 diagrams below for those who prefer visual representations (scroll down).

Children should be accompanied by ONE adult only
While waiting, please allow space in front of you for year groups with earlier time slots to gain access.

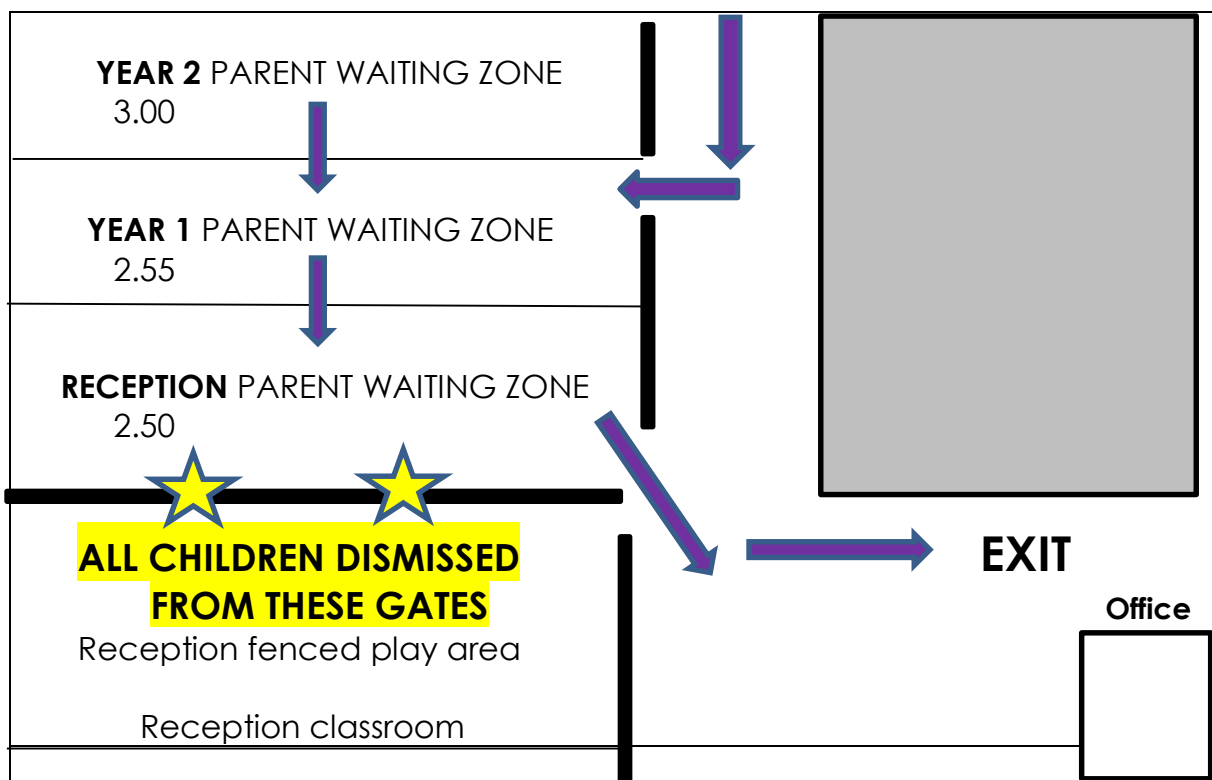
Reception, Year 1 & Year 2 Arrangements

	START OF THE DAY enter via the Mulberry Lane gate at the allocated time	END OF THE DAY enter via the Mulberry Lane gate Reception - 2.50pm Year 1 - 2.55pm Year 2 - 3.00pm
Reception	8.45am Children will enter the playground where teachers will be waiting at the reception area fence. Children should form a forward facing line where they will say goodbye and parents will promptly exit via the office gate.	Parents will enter the playground via the Mulberry Lane gate and proceed to the designated waiting zone. Teachers will dismiss children by year group starting with Reception. Parents are asked to stay in their waiting zone until their child's teacher is at the reception area gate, and only then to move forward to collect their child.
Year 1	8.35am Parents will proceed directly to either the Starling or Hall door (Woodpecker children) entrance where they will be met by the class Teaching Assistant, say goodbye & parents will promptly exit via the office gate	Right hand gate: Finch, Starling & Magpie
Year 2	8.35am Teachers will be waiting at the reception area fence. Children should form a forward facing line on the playground where they will say goodbye and parents will promptly exit via the office gate.	Left hand gate: Robin, Woodpecker & Owl Until teachers can visually recognise parents/carers please wave when you see your child at the front of the line

RECEPTION, YEAR 1 & 2 ENTRY ARRANGEMENTS



RECEPTION, YEAR 1 & 2 END OF THE DAY ARRANGEMENTS

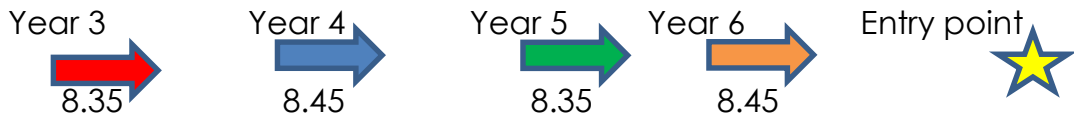


Year 3, 4, 5 & 6 Arrangements

	START OF THE DAY at the allocated time children ONLY to enter via allocated entry gate	END OF THE DAY enter via Key stage 2 gate Year 3 & 4 – 3.00 pm Year 5 & 6 - 3.10 pm
Year 3	8.35am Children will cross the carpark and enter via the single pedestrian gate by the building then the door next to the staffroom. They will then proceed across the hall and up to the classroom.	Parents will enter via the Key stage 2 gate following the one-way signage around the playtrail onto the playground waiting area. Teachers will dismiss children by year group.
Year 4	8.45am Children will cross the carpark and enter via the single pedestrian gate by the building then proceed to enter the classroom using the external door.	Right hand dismissal area: Year 4&6 Left hand dismissal area: Year 3 & 5
Year 5	8.35am Children will enter via the Key stage 2 gate and proceed to walk towards the field, around the play trail and onto the playground, entering the building via the external KS2 door.	Until teachers can visually recognise parents/carers please wave to the teacher to indicate you are collecting the child who is being dismissed. Promptly exit via the one-way system and single car park gate.
Year 6	8.45am Children will enter via the Key stage 2 gate and proceed to walk towards the field, around the play trail and onto the playground, entering the building via the external KS2 door.	If you have another sibling to collect at a later time, please move back towards the field and wait, keeping your children with you at all times.

NB: Year 5 & 6 children will be permitted to leave unaccompanied **ONLY** if a form for this academic year has been signed and returned to the school office.

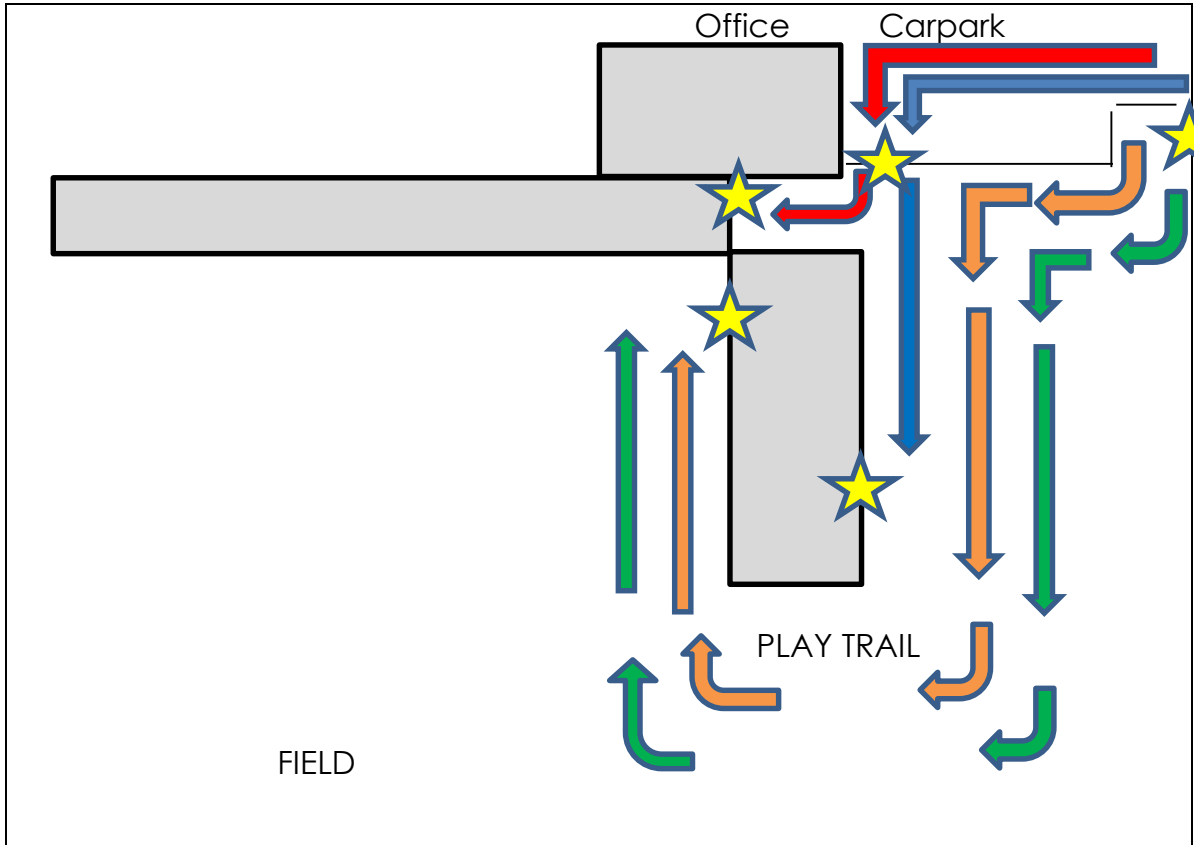
YEAR 3,4,5,6 ENTRY ARRANGEMENTS



BEFORE GATES OPEN PLEASE SOCIALLY DISTANCE:

Y3 and then Y4 wait along the alleyway from Mulberry Lane

Y5 and then Y6 wait along the Palmerston Avenue pavement



YEAR 3,4,5,&6 END OF DAY ARRANGEMENTS

