



CHANGES TO PICK-UP TIMINGS AND ARRANGEMENTS FROM MONDAY 21ST SEPTEMBER

Dear Parents and Carers.

Following a review of our COVID risk assessment and in the light of national developments we are changing our pickup arrangements from **Monday 21st September**.

The changes are as a result of a review of staff safety. Because the pathway is relatively narrow, staff are having to come into too close contact with too many other adults. We have already had a number of staff absences this term and we need to keep staff safe in order to continue to operate effectively for our community.

For children in **Chestnut** class who do not have siblings in any other classes and children in **Willow** class will need to be **collected at 3:00pm**.

All other children will need to be collected at 3:15. Unless you are coming for the 3:00 collection, **please do not arrive before 3:10**. It would be useful if you could **back in to the spaces to park** so that you can exit forwards promptly once you have your children, to reduce movement in the car park once the children arrive. **Staff will release children differently**, only approaching the car nearest to them on either side of the line. They will only release the next children once the first set are in their cars with the doors closed. This will mean that no staff will need to go past adults.

If you need to talk to a member of staff, they will be happy to do so if you wait in your car until everyone else has left. Alternative they will be happy to talk with you over the phone or Microsoft Teams.
Please note that drop off arrangements are working well and therefore remain unchanged.

Thank you for your support in this matter

Kim Stokes
 Executive Headteacher

Drop off times revised 21.09.20

Class	Time
Oak	8:45am
Chestnut	8:55am
Willow	8:55am

Pick up times

Class	Time
Oak	3:15pm
Chestnut who have siblings	3:15pm
Chestnut without siblings	3:00pm
Willow	3.00pm

