



15th September 2020

Dear Parents,

I have had a couple of emails regarding the arrangements for drop off in the morning. I hope this letter clarifies the situation.

Pre-COVID19, we opened the gate at 8.40 a.m. for lessons to start at 8.50 a.m. Any child that was waiting outside of the hall window for the gate to open was not the schools' responsibility. This is no different to the current arrangements; the only difference is the timing for year 5 & 6 which is 10 minutes later.

What we are observing is that parents are arriving early for the 8.40 a.m. or 8.50 a.m. opening. Please remember that we have given you a 'window' of 10 minutes for children to arrive. If a child arrives without their parent, then they need to wait safely off the road. Any child arriving before 8.30 a.m. and left unsupervised will be asked to come into Morning Owls and the parent will be charged.

If children have a sibling in a different year group bubble, the older child is the parents' responsibility until 8.50 a.m., but they can wait in the green house area as soon as the year 3 & 4 children leave. It might be an idea to come at 8.45 a.m. for the year 3 & 4 child, so that you are only waiting 5 minutes for the year 5 & 6 entry time.

Please ensure that you don't arrive too early, as the road is not a safe place for you to wait until your designated time.

Year 3 & 4- The gate will open at 8.40 a.m. and children can arrive at school, anytime between 8.40 a.m. and 8.50 a.m. If children do arrive before 8.40 a.m., they need to wait in the area by the green house. We are providing a safe space for the children to wait, as the road needs to be accessible for traffic. The children become our responsibility at 8.40 a.m. A member of staff will come down at 8.40 a.m. and escort the waiting children to the playground. Any year 3 & 4 children arriving between 8.42 a.m. and 8.50 a.m. need to come straight to the playground and not wait in the greenhouse area.

Year 5 & 6- The gate will open at 8.50 a.m. and children can arrive at school, anytime between 8.50 a.m. and 9.00 a.m. If children do arrive before 8.50 a.m., they need to wait in the area by the green house, once the year 3 & 4 children have gone into school. We are providing a safe space for the children to wait, as the road needs to be accessible for traffic. The children become our responsibility at 8.50 a.m. A member of staff will come down at 8.50 a.m. and escort the waiting children to the playground. Any year 5 & 6 children arriving between 8.52 a.m. and 9.00 a.m. need to come straight to the playground.

At the end of the day we will dismiss the children from the field. Any year 5 & 6 children who have agreed parental permission to walk to the green unsupervised, will go straight to the green and not come onto the field.

Thank you for your patience with the morning drop off. Hopefully this email will clarify the situation.

At all times myself, the staff and the Governors have the children's safety at the heart of all that we do.

Yours,
Mrs K Price

Mr Giles Ecott (Chair of Governors)