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Dear Parents/Carers,

MORNING DROP OFF/PICK UP ARRANGEMENTS FROM NEXT WEEK 9th SEPTEMBER 2019

Firstly, we all want to thank you for your patience during the morning 'drop off' so far this term. We appreciate that queuing for a long time is not a fantastic thing to do, for long, first thing in the morning! We are in the process of changing the side gate but this may take some time to be completed.

Therefore, in an attempt to make the morning drop off run better, we propose the following:

Year 6 - all pupils are to enter school through Miss Smart's classroom door at the front of the school. **No Year 6 children are to go through Mrs Woolcock's door since this blocks the pathway.** The door will be open at 8:40. ***They will leave at 3:15 the same way.***

Year 5 - all pupils are to enter school through the main school entrance i.e. where the office is. The door will be open at 8:40. ***They will leave at 3:15 the same way.***

Year 4 – all pupils are to enter school through Mrs Couch's classroom. The door will be open at 8:40. ***Pick up arrangements remain the same i.e. on the main playground.***

Reception, Year 1, 2 and 3 – all pupils will need to enter school the same as they do so now. We will open the gates earlier at **8:35** to allow entry onto the playground. The classrooms will **not be open until 8:40**. During this wait time please make sure that you closely supervise your children including any younger children not yet at school. All children need a responsible adult to wait with them. **Under no circumstances can any child be left unattended before 8:40.** They should wait with you and not run around, use scooters/bikes, stand on any ramp entrances to school, climb on any equipment including railings, benches, and picnic tables or play on the trim trail or school field. We cannot be held responsible for any accidents that may happen during this time. We will review how this is working over the next couple of weeks and hope to be able to keep this arrangement going. ***Pick up arrangements remain the same.***

All doors and the side gate are closed promptly at 8:55. If you arrive after this time your child will need to be taken to the main office entrance. They will be awarded a late mark since they will have missed registration.

Scooter and bicycles:

If your child comes to school by scooter or bicycle, please use the facilities at the front of the school to secure them. Please do make sure that they are locked since we cannot be held responsible for any theft. Leaving your bicycles and/or scooters on our premises are done so at your own risk. Like all organisations, we do not accept any responsibility for any damage caused. Once the building work is completed you will have access to a brand new covered bicycle shelter.

Thank you for your continued support.

Yours sincerely

Paul Driver
Headteacher

