

# COLDWALTHAM, ST. JAMES' C.E. PRIMARY SCHOOL

with Chuckleberries Pre School

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**Executive Headteacher: Mrs Stephanie Gibson**  
**Head of School: Mrs Lizzie Martin**



**Learn, Discover, Achieve**

25<sup>th</sup> September 2020

Dear Parents and Carers,

## **Adjustments to Drop-Off and Pick-Up Times**

We have greatly appreciated your support and with the arrangements that have been put in place due to the Covid-19 guidelines given to us by the Government. You have all been very cooperative in helping us to keep the children and the wider community safe and healthy.

As the term is progressing, we are constantly reviewing and monitoring the arrangements in order to ensure that the school runs efficiently in the safest way possible. This means that there are sometimes changes that we decide to make in order to ensure that the school day runs smoothly.

***From Monday 28th September***, we will be introducing changes to the staggered start and end to the day which I have outlined below:

### **Yew Class**

Drop-off time – 8:35am

Pick-up time – 3:15pm

### **Elm Class**

Drop-off time – 8:40am

Pick-up time – 3:10pm

### **Ash Class**

Drop-off time – 8:45am

Pick-up time – 3:05pm

Parents/Carers need to continue bringing the children to the school where a senior member of staff will meet them.

***For Yew and Elm Class***, rather than waiting for the class teacher or TA to meet them at the gate, the children will filter down to the playground straightaway where they will be met by the staff and guided into class immediately.



**For Ash Class**, the senior member of staff will line the children up at the gate and they will be taken into class. This is to ensure that the younger children are appropriately supervised and remain safe as they walk into school.

**Children with siblings will continue to arrive with the earliest starter and go home with them.**

The changes have been made for a number of reasons:

- To ensure that there is as little opportunity for gathering at the gate, therefore maintaining guidelines given about large groups and social distancing;
- To maintain the safety of adults and children on Church Lane; whilst we appreciate that Church Lane is relatively quiet compared to the main road, it is a public highway and the only access route for residents' cars and service vehicles. This means we all to be mindful of road safety at all times;
- To attempt to make the school day more in line with our usual routine.

May I remind parents and carers that they should only be driving up Church Lane to drop off or pick up their child if they have a valid reason, such as being a Blue Badge holder. If you do need to drive up to the school, please can you aim to arrive when there will not be children or parents walking up and down the lane to maintain safety.

Again, we very much appreciate your support with the pick-up and drop-off arrangements and hope that the changes can be implemented smoothly from Monday. If you have any questions regarding them, please contact the Office via email and I will respond to your query as soon as possible.

Kind regards,

Mrs Martin  
Head of School, St. James' CE Primary School, Coldwaltham