

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

with Chuckleberries Pre School

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Executive Headteacher: Mrs Stephanie Gibson
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Learn, Discover, Achieve

4th November 2020

Dear Parents and Carers,

Adjustments to Drop-Off and Pick-Up Arrangements

After having only sent out a letter to you advising of new drop-off and pick-up arrangements on Sunday, I am having to write to you again to advise of some further changes that we are going to make to the start and the end of the school day.

As you know, the Government has announced a month-long lockdown across England in response to rising numbers of Covid infections. I am very pleased that schools are to remain open and we do not anticipate any major changes within school as we have robust safety measures in place already.

However, in the interests of helping adults to remain socially distanced and safe at the start and end of the school day, from **Thursday 5th November (tomorrow)**, we are asking you to adhere to some new guidance, which is as follows:

- All adults must wear a mask (unless exempt under the current guidelines) when dropping off and picking up children. School staff on the school gate will be required to wear a mask too.
- Only **ONE** adult should be attending at pick-up and drop-off times.

Drop-off times

- Drop-off time will be the same for **ALL** classes at **8:45am**.
- Parents are required to walk **up** Church Lane to school on the left-hand side of the lane, not with other families, maintaining a minimum 1m social distance from anyone ahead of them.
- On reaching school, please send your child(ren) directly into school and leave promptly – there will be adults to meet the children as per our current arrangements.
- On leaving school, please walk **down** Church Lane on the left-hand side, not with other families, maintaining a minimum 1m social distance.

Pick-up times

- Pick-up times will remain the same with these being 3:05 for Ash Class, 3:10 for Elm Class and 3:15 for Yew Class.



- We would ask that you walk up and down Church Lane in a similar fashion to above when arriving for and departing from pick-up.
- It is essential that you arrive at the allocated time for your child. Please do not arrive early and leave promptly.
- You must wait in the designated area that was put in place on Monday.
- Class teachers will order their lines for the swiftest possible departure of children:
- **Ash Class** will release children with no siblings first allowing parents to leave promptly, followed by those with siblings in Elm and Yew Class who will have to wait briefly in their allocated area;
- **Elm Class** will release Ash Class siblings first to allow those parents to leave promptly, followed by children with no siblings, followed by those with siblings in Yew Class;
- **Yew Class** will release children with siblings in Ash and Elm Class first to allow those parents to leave promptly, followed by those children with no siblings.
- All families will be expected to leave immediately following release of their child(ren).

Where possible, please contact your child(ren)'s teacher via email rather than approaching them at the school gate. This is to maintain a continual flow of adults and children in order to avoid unnecessary gathering.

I apologise for making more changes so soon after new arrangements were introduced but we are continually having to respond to guidance given; we feel the changes are in the interests of keeping everyone safe and will help to keep our school open.

Thank you for your continued patience and support in these difficult times.

Kind regards,

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