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**Executive Head Teacher: Mrs Laura Green**

*As each has received a gift, use it to serve one another, as good stewards of God's varied grace  
1 Peter 4:10*

Tuesday 8th September 2020

Dear parents and carers,

**Re: Staggered drop off and pick up times**

From Wednesday 9<sup>th</sup> September the arrangements for drop off and pick up times will be as follows:

**Drop off: Anytime between 8:30 and 8:40 for all children**

**Pick up: 3:15 for all children**

Please follow these rules for social distancing:

- Drop your child at the main gate as there will always be a member of staff there to guide them in OR
- Walk them to their door and follow the one-way route out of the bus bay gate
- When you arrive to collect your child come onto the playground to wait for your child's class to come out, keeping 1.5 to 2m distance from other families at all times
- Once your child is handed over to you, make your way out via the one-way route to the bus bay gate
- Your child should not play with children from other class bubbles and they should not play on any of the school equipment
- Don't stop to talk to other families or staff
- Make your way off the site as quickly as possible

As I said in my previous letter, we are keen to get back to normal start and finish times as this makes life simpler for everyone. I am also aware that the later finish time for older children has meant that parents/carers with younger children are having to wait on the busy road side which is a danger for all.

You will have noticed that things have been made more complicated for us due to the building works that are now going to be taking place throughout this term, so your vigilance, understanding and support with our procedures is very much appreciated as always.

Kind regards  
Laura Green  
Executive Head Teacher