

4 November 2020

Dear Parents/Carers,

Arrival and departure from school – Updated procedures from 5 November

Following the government announcement made on Saturday, and the four-week lockdown which takes effect from tomorrow, we have taken the decision to review our arrival and departure procedures again to ensure everyone is kept safe at these times.

From tomorrow morning our drop off arrangements will remain unchanged, apart from Miss Penny's reception class. All pupils (Reception Classes to Year 6) should arrive between 8:30 – 8:45am. Your arrival time will remain staggered and is allocated according to your surname, please see the details below.

Group 1: **08:30-08:35 - Surnames A - H**

Group 2: **08:35-08:40 – Surnames I - P**

Group 3: **8:40-08:45 – Surnames Q – Z**

At the end of the day, we have decided to revert to a 30-minute departure window for the whole school. Again, your collection time will be staggered (based upon surname alphabetically) as follows:

Group 1: **14:30-14:40 - Surnames A - H**

Group 2: **14:40-14:50 – Surnames I - P**

Group 3: **14:50-15:00 – Surnames Q – Z**

Our nursery arrival and departure times remain unchanged. Our route plans and designated collection/drop-off points are also still the same.

Please also adhere to social distancing guidance, respecting others' personal space, ensuring your child remains beside you at all times.

Please arrive on time during your allocated time slot, with all pupils in school by 8:45am. Late arrival during the morning impacts upon teaching time and disrupts class routines, as a member of staff from your child's class bubble would need to

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leave the class to collect your child from their allocated collection point. Equally during the afternoon, children will be ready for collection in these class groupings and allocated time slots, arriving early (or late) delays this system and causes unnecessary congestion. For everyone's safety, we ask that everyone arrives within their allocated time slot.

To limit contacts in the mornings, only parents of EYFS pupils will need to come on site. Staff will be available at the school gate to welcome our Year 1 – 6 pupils, ensuring your child is directed safely into class. EYFS pupils will be welcomed and walk with their one adult to the arrival point.

We appreciate the short notice of these changes, with The Prime Minister's announcement on Saturday, and the updated DfE guidance following today, but together are responding to any guidance updates as soon as possible. We understand that these changes may impact upon you and will obviously work flexibly with you this week to accommodate any adjustments you may need to put in place over the next two days to ensure the arrival and departure times set out are followed from Monday, if not before.

Should you have any queries, please do contact us via phone or email (hello@sandyhill.org.uk).

As always, we will continue to review all systems in line with updates and the following guidance during these unprecedented times. Thank you all for your continued support and understanding.

Yours faithfully,

Mrs B Rundle
Head of School