



7th September 2020

Dear Parents and Carers,

Update

I am sure that you will agree that this morning's drop off time was much smoother. We trialed having a rolling entry time for pupils, and it certainly ensured that there was no congestion outside the gates. Thank you for your support wearing a face covering. To emphasise to make our systems work effectively, please only arrive at school at the beginning and end of the day at your allocated time.

I have been working with the Place Farm senior leadership team since Friday on developing revised systems and procedures for drop off and collection, from tomorrow.

Drop off

You will be able to drop off your children, through the Back Gate from 8.15am-8.45am (rolling start), at the most convenient time to you, to allow for a safer and smoother start to the day. Children can walk through the gates and walk straight to their classes - staff will be on hand to support. Learning Assistants and Support Staff will be in classes from 8.15am to supervise your children, and the teachers will come to classes to teach the children from 8.50am-3.15pm, as usual. Please note, this therefore means that the teaching day will return to usual hours of 8.50am-3.15pm.

Collection at the end of the day

We have adapted the staggered pick-up arrangement - **this begins tomorrow (Tuesday 8th September)**

FRONT GATE

Early Years and Year 1 - OAP 3.15pm / OLP 3.20pm / 1SP 3.25pm / 1EB 3.30pm

PLAYGROUND

Year 2-6 - Surnames - A-L 3.15pm / M-S 3.20pm / T-Z 3.25pm

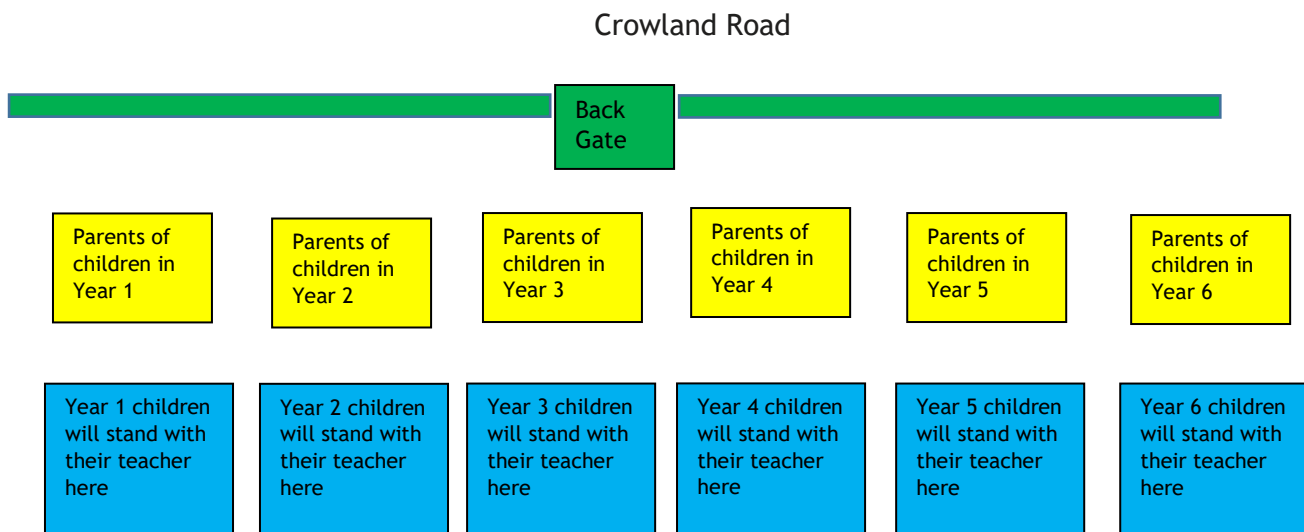
E.g. Mrs Bloggs has one child in 1SP - she will be ready to collect her child at the **FRONT GATE at 3.25PM**

E.g. Mr Farmer has one child in 3CS. He will need to come to the **BACK GATE on Crowland Road for 3.15pm**

PTO

PLAYGROUND

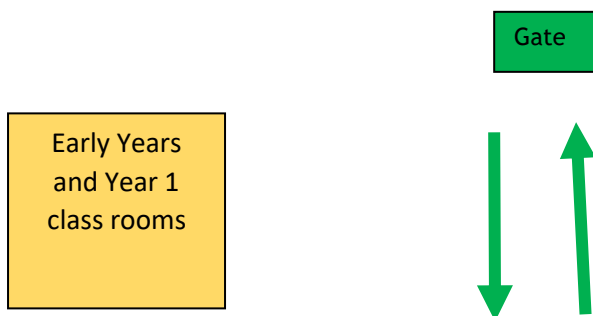
Please go to your allocated area on the playground, and line up, socially distanced. Children will be brought out and handed over one child at a time. Please see the diagram below of where to line up:



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FRONT GATE

Please line up outside the front, socially distanced from one another.



Risk Assessment

I have updated the Risk Assessment, which has been added to the Place Farm website. Staff will be wearing face coverings when they are in communal areas - they will not be wearing a face mask in the classrooms when they are teaching and supporting children.

We really do need you to continue to work with us to support social distancing and ask that you arrive to collect your children on time, but not early. **When entering the school site you must wear a face covering.**

Thank you very much for your continued support - it really is wonderful having children back in school, all the staff have really missed seeing them.

Yours sincerely

Mrs Jane Sendall
Headteacher