

Friday 12th March 2021

Dear Parents and Carers,

I wrote to you on Wednesday 10th March to share our concerns about the lack of social distancing by some parents on our school premises. This had caused some anxiety and worry for many people including parents, children and staff. We have therefore revisited our plans for the start and end of the school day.

From Monday 15th March the children will need to be dropped off and collected from their allocated gates (see below) which will open at 8.45am for children in Y1 – Y6. If you would like to speak to the office staff, you will need to wait until 9.00am to be able to come onto the school site when the school office will be open. In the first instance, enquiries and requests should continue to come into the office through e-mail. The front school gates will remain closed until this point and children arriving early will not be allowed onto the school premises until the gates open at 8.45am.

We have 7 gates at the front of the school which will be numbered Gate 1 to Gate 7. Each class will have their own gate to come into the school and to leave the school at the end of the day. A member of each year group team will be at the gate in the morning to open up and see the children into class. The gates will be open from 8.45am to 8.55am each day.

The gates are allocated as follows:

- Gate 1 – Y1 (Thistle)
- Gate 2 – Y2 (Acorn)
- Gate 3 – Y3 (Clover & Mustard)
- Gate 4 – Y4 (Teasel & Rosehip)
- Gate 5 – Y6 – Barley class
- Gate 6 – Y6 – Wheat Class
- Gate 7 – Y5 (Catkin & Sycamore)

At the end of the day the classes will be brought down to the same gate which will be opened at 3.15pm for the children to go home. If you have more than one child you will need to collect your child and move onto the next gate. To help with preventing parents and carers wanting to collect their children first and being at the front of the waiting area the children will be handed over in alphabetical order. So if your surname starts with an A the children will be at the front of the line ready to go first and surnames ending in S-Z etc. will be towards the end of the line and handed over last. This should help you with your social distancing while waiting at the school gates.

Headteacher Mrs Lorraine Quirk

Deputy HT Mrs Saeeda Wilson-Andoh

Assistant HT Mrs Kaajal Mushtaq

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If your child cycles or scooters to school then they should park their bike or scooter in the shelter at 8.45am and then walk round to their designated gate.

Nursery and Reception Classes (Daisy & Poppy) have a different arrangement. These two classes will start school at 9.00am and finish at 3.00pm. Parents and carers can bring the children up to their normal gates and hand the children over to the Foundation Stage staff.

These arrangements will mean that there are no parents or carers on the school grounds at drop off and pick up times for Y1 – Y6. This will address the issue of social distancing on site and help to keep the children and staff safe. My responsibility is to keep children, staff and visitors to the school safe while on the premises. Although I can't control how you socially distance off site I would like to respectfully request that you continue to socially distance while dropping off and collecting your children and continuing to wear a mask when approaching the school gates.

Please do not approach members of staff at the start and the end of the day as they will be focused on ensuring the children are handed over safely. You can of course contact a member of staff, including your child's class teacher by contacting the school office.

Please be aware that children arriving before 8.45am will not be on the school premises and we are therefore unable to look after them. Once your child has come through the gate at 8.45am we will of course be ensuring that your child gets to class safely.

The first few days may seem more challenging as we settle into this new arrangement. The children have been told where their gate is and the younger children have practised coming into the school from their designated gate.

Thank you to those parents who shared their views with us. We are putting in place these arrangements, in response to feedback from our parents and in consultation with other local primary schools in this area of Milton Keynes.

Yours sincerely,

Lorraine Quirk

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