



13 August 2020

Dear Parents / Carers,

Dropping off and Collecting children from School

Important procedures to follow to ensure health and safety

I am delighted to have the children back in school. They have all settled very well and are working hard.

I am aware the first few days returning to school can be an anxious time for children and parents. This morning was busy and I realise that some children may not have been sure where to go to their classes but children who were in today now know where their classes are. Primary 5 and 6 know where the middle doors are so they will have no problem finding their classes tomorrow.

To help prevent congestion on the pavement we are allowing parents into the playground using a one-way system to enter and exit. **Parents must not stand and wait in the playground. Parents will need a face covering to enter the playground.** We are following Government guidelines to ensure that our children remain in school full time. It is imperative that parents follow the guidelines given. Children know where their classes are so parents do not need to wait in the playground when they arrive. Primary 1 parents can support their children at the beginning of the day for the first week of school.

The following is a reminder about start and finishing times and procedures to follow.

Staggered Times

Yellow Group - P1a, P1b, P2b, P3/2, P5a, P5b, P6a, P6b

The times for the children in the **Yellow Group** are - **Start - 8.50 am Finish 3.05 pm**

- In the morning the gate will open at **8.45 am**
- At the end of the day the gate will open at **3.00 pm**

Blue Group - P2/1, P2a, P3, P4/3, P4, P7a, P7b

The times for the children in the **Blue Group** are - **Start - 9.00 am Finish 3.15 pm**

- In the morning the gate will be open at **8.55 am**
- At the end of the day the gate will open at **3.10 pm**

Important Procedures

- Children and parents should **not** arrive at the school early - come along a few minutes before children's starting time so they can go directly to their classes
- Children will enter the main entrance and go straight to their classes
- Cones will be used to separate the main entrance into pupil entrance and parents' entrance. Parents will then move immediately to the exits following the one-way system
- P4-7 children should come to the school on their own and arrange to meet parents at a set point
- For the next few days only Primary 1 parents' can lead their children to the classroom door and then leave as quickly as possible
- Primary 1s, P2/1, P2s and P3/2 children will go straight into their class through the classroom fire door while parents exit the school grounds.
- Children in all other classes will enter through the middle door and follow our one-way system to their classroom.
- Staff will be in the playground to guide children to their classes
- Teachers will be in the classroom waiting for the children to arrive
- Children will then wash their hands before starting their work

As I have already mentioned it is imperative that all parents and carers following the guidance noted above to ensure we keep our school community safe. Please make sure that family or friends who collect children also know the procedures to follow. Together we will ensure our families are safe!

I thank you for your support.

Regards

Carol Cooke

Carol Cooke
Head Teacher