

21 August 2020

Dear Parents / Carers,

Once again may I take the opportunity to express my extreme gratitude to you for your support and patience while we try to overcome some of the logistical difficulties which the location of the school presents us in terms of keeping children safe while adhering to national guidance and guidelines.

The following process outlines new arrangements that will operate **with effect from the week beginning Monday 24 August 2020**, in relation to DROPPING OFF and COLLECTING CHILDREN.

While these changes will help to reduce congestion, please be assured that we are continuing to explore other options that would further enable us to reduce the potential hazard that a single entry and exit point presents.

Beginning next week, the intention is that **children should arrive and depart from school in family groupings with the entire school being divided by surname into two groups, each with a different arrival and departure time to reduce congestion.**

On the arrival of children to school, class teachers will be in their classrooms to receive them.

At their allotted time of departure, children should gather in their family groups, at specified places in the playground, **with older siblings going to the meeting point of the youngest family member.**

**Staff will take time to explain these arrangements for departure to the children before the school day ends on Monday 24<sup>th</sup> and will be on hand to guide them while the procedures become clear.**

Procedures for Monday 24 August 2020

1. Children in all classes with a **surname beginning with A-L** should arrive to **enter school at 8.50 am**. This group will be **dismissed from school at 2.50 pm**.
2. Children in all classes with a **surname between M-Z** should arrive to **enter the school at 9.00 am**. This group will be **dismissed from school at 3.00 pm**.
3. Parents of P1 children should stand in the P1 playground to collect their children and then leave by the exit.
4. Parents of P2 children should stand in the main playground at the pencils to collect their children.
5. Parents of P3 children should stand at the bottom of the playground to collect their children.
6. Older siblings of children in P1, P2 and P3 will be able to meet their younger siblings at the points noted above where parents will collect and escort them out of the playground in a family group.

7. P4 and P5 children who have no younger siblings will stand further back at either side of the playground where, if they have any, older siblings will meet them before leaving the school
8. P6 and P7 children who have no younger siblings will leave the playground and make their way to the exit. Siblings in P6 and P7 can meet as they exit the building.

I am extremely grateful to those parents who enter the playground for continuing to wear face coverings and for maintaining social distancing as required.

Thank you again for your patience and understanding at this time.

Yours sincerely,

Carol Cooke

Carol Cooke  
Head Teacher