

St James' Primary School  
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Children's Services

EAB/JG

30<sup>th</sup> October 2020

Dear Parent/Carer,

We are continually reviewing our risk assessments and have taken the decision to change our entry and exit times. This will allow us to maximise teaching and learning time. From 2 November **all** children should be in school for 9.00am Our gates are opened from 8.45am which will allow us to continue with a staggered drop off in the morning.

At the end of the day:-

P1, P2 and P3 will exit at 2.55pm

P4, P5, P6 and P7 will exit at 3.00pm

All year groups will continue to exit from their allocated gate. We would ask any parents of older children to arrange a meeting point away from the gate to help us avoid having too many people at the gate. We respectfully remind all adults collecting children that they should be keeping a safe social distance and that as soon as you have dropped off or collected your child(ren) you should move away from the gates.

Thank you in advance for your patience and cooperation.

Kind Regards

**Natalie Fitzsimmons**  
Head Teacher

