



Our Ref: AJC/MS

8 September 2020

Dear Parents/Carers

Re: Change to Procedures at the Start and End of Each Day

Further to my letter dated 4 September 2020, I have decided to make a slight change to the procedures for collection of the pupils at the end of the day. We have monitored and reviewed the first few days and whilst our plans have generally worked very well, a slight change is necessary.

The Collection of Siblings

As you will be aware, we have tried to be accommodating and ensure that siblings are released at one entrance at the same time. However, this has proved to be extremely challenging, as of course, we cannot mix their bubbles. For example, we would normally just send the older children to their younger children's classes to allow them to leave together, but of course we cannot do this now.

We have also considered gathering the siblings in one central place but again, this is logistically impossible as there are so many siblings in the school and it is not possible to keep them distanced. For example, in one class of 24 pupils, 18 have siblings. I am sure you can appreciate the difficulties in trying to arrange for all of those siblings to meet their brothers and sisters across many other different classes without mixing bubbles - and this is just one class!

Therefore, I have had to make the decision that all children will leave with their normal class at the previously stated time via their allotted exit point. ***If you have more than one child, can I please ask you to arrive at the latest time slot*** and collect from the different gates. I have attached the staggered times once again, for your information.

For example, if you have a child in Year 2 who leaves at 3:20pm and a child in Year 6, who leaves at 3:30pm, please arrive at 3.30pm. The teachers will wait with your children until you arrive – please do not worry about being late as you have had to go to more than one gate – again, the teachers will just wait until you arrive. **This is not a problem at all.**

I do appreciate that this will cause some of you some inconvenience but it is the most practical way and most importantly, it is the safest way.

Arriving on Time

As stated previously, can I please ask you to time your journey to ensure you arrive at the correct time in the morning and afternoon. Yesterday, we had a huge crowd gathering outside the KS1/Early Years exit, a good 10 to 15 minutes before the children were due to be released. This meant that the Reception children, who leave at 3:10pm were not able to be released to parents in an orderly way as so many parents had arrived early. Again, this morning, there were many families at the KS1 gate 10 to 15 minutes before 8:55am. The whole point of doing the staggered times is to avoid crowds as much as possible.

Linked to this, unless there is a particular reason, can I please ask that only one adult collects the children to avoid more people than necessary.

Children who arrive on their own

Yesterday, over 10 pupils arrived on their bikes before 8:30am. Therefore, they were all waiting together outside the KS2 gate. Can I please ask you to ensure that your child leaves at a suitable time to avoid this happening.

I am really not trying to be difficult – I am just trying to do what is best for the children, parents and staff. The return to the Academy has been extremely positive and if we can all work together with this situation, it will be of great benefit to everyone involved.

Year Group	Classes	Teachers	Entrance Point	Arrival Time	Departure Time
Early Years: Nursery (all day children)	Earth Moon Sun	Mrs Stamford	KS1 Playground Gate	8:45am	3:30pm
Early Years: Nursery (morning only children)	Earth Moon Sun	Mrs Stamford	KS1 Playground Gate	8:45am	11:45pm
Early Years: Nursery (afternoon children only)	Earth Moon Sun	Mrs Stamford	KS1 Playground Gate	12:30pm	3:30pm
Early Years: Reception	Ceres	Miss Somerscales	KS1 Playground Gate	8:55am	3:10pm
Years 1 and 2	Lyra Indus Cygnus	Miss Kapka Miss Jennings Miss Grayson	KS1 Playground Gate	8:55am	3:20pm
Years 3 and 4	Taurus Scorpius Phoenix	Mrs Brown/Miss Evans Miss Stanhope Miss Turner	Main Car Park Gate	8:55am	3:20pm

Years 5 and 6	Orion Tucana Columba	Miss Gray Mrs Ireson/Mrs Backhouse Mr Gibbon	Side Car Park Gate	8:45am	3:30pm
---------------	----------------------------	---	-----------------------	--------	--------

Can I thank you in advance for your support in this matter. I do appreciate that this a new and unique experience for us all.

Yours faithfully



Mr A J Clark
Principal