



Homefield Church of England Primary School

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Dear Parents/Carers,

12th June 2020

Here is a reminder of the times and locations of the drop off and collection points. These will not change. We have four staggered arrival and departure times for everybody's safety, so please ensure you promptly adhere to these times. Sadly, there will be no flexibility with these times.

Please ensure you adhere to the signs and social distance markings.

Please also ensure you have instructed other people who may be dropping off or collecting on your behalf where to go and at what times.

Behaviour:

As is always expected, behaviour must be exemplary. Any pupil who is unable to meet this expectation will be asked to stay at home. This is in order to maintain the safety and emotional calmness of all whilst in school.

Drop-Off in the Mornings:

Drop-offs and collections will be staggered to ensure we do not have too many people arriving at the same time for safety.

For Reception, Year 1 children and Key Worker children younger than Year 6, only one parent will be allowed to accompany the children on our site. If more than one parent/adult is with a child, they will be asked politely to leave the premises and reminded to adhere to the rule. If pre-school age children are brought to school, we stress that these young children must be kept alongside you and are not permitted to wander around. Where possible, it is advisable to not bring them into school. After Monday 15th June, Year 6 children do not need an adult with them and can walk into school from the gate. They are not to walk in together with friends, but to respect social distancing at all times.

Social distancing markings will be visible for those arriving and picking up. These are sprayed on to the ground. All visitors to the site must respect the social distancing and wait patiently if a queue forms. If social distancing is not being respected, you will be reminded politely of the rule. Failure to adhere to it will result in you being asked to leave the premises.

Only the Homefield Avenue gates will be open and the car park is not to be used by any parents at any time to ensure pedestrian safety.

If any parent needs to speak to a teacher, a telephone appointment must be made through email. There will be no face-to-face meetings. Email addresses have already been distributed and can be found on the letter on our website dated 19.3.20.

On arrival, all children will have their temperatures taken to ensure these are all below 37.8 degrees Celsius.

8:00: Key Worker children have been using their drop off and collection points for two weeks now. These are either the Hall double doors or the bike shed waiting point. They all leave via the main car park gate.

8:30: Reception children need to arrive at the bike shed waiting point using the footpath clearly demarcated with signs and cones. Keep left on arrival and departure. Please wait at the flag-poles if you were at the front of the queue to be called forward by staff.



9:00: Year 1 children need to follow the footpath around the school, via the car park, down the wooden steps and around to the playground. Please wait at the top of slope near the playground door where staff will be waiting. Parents can leave back the way they came via the main car park gate, keeping left of any cone lines. Do not try to enter school passed the bike sheds.

9:30: Year 6 pupils will use the footpath via the car park, go down the wooden steps and wait at the bottom of the Year 6 steps.

Collection in the Afternoons:

2:00: Reception children collected from the same bike shed waiting point. Staff will be on hand to acknowledge you and arrange for pupils to be brought to the exit area socially distanced and each parent in turn will have their child handed over one at a time. Once again, please queue and wait patiently and safely arriving through the footpath gate. When leaving, return back past others queuing near the bike sheds, keeping left and exit on to the car park through the open gate next to the minibus. Please leave the school premises via the main car park gate.

2:30: Year 1 to be collected from the same playground slope collection point near the playground door. Please arrive via the same route on our footpath socially distancing. Please wait patiently for staff to acknowledge you and arrange for your child to be brought to you in turn. When departing, please keep left of any cone lines and leave via the main car park gate.

3:00: Key Worker children need to be collected from their same Hall doorway or bike shed waiting points queuing along the footpath on arrival and leaving through main car park gate.

Year 6 children also need to depart at this time from the Year 6 exit steps and depart using the main school gate. Please keep left of any cone lines. Any parents arriving to collect Year 6 enter through the main school gate and socially distance on the field not on the path. Children will be handed over in turn. Those children expected to walk home by themselves, must do so respecting the social distancing measures. Please leave through the main car park gate.

We will be closed from 1:00pm on Fridays allowing for deeper cleaning and teaching staff contractual non-contact entitlement. We will remain open only for the key worker children bubble until 3:00pm. As a result, departure locations and procedures will be the same as on any other day, but at the following times:

Reception: 12:00

Year 1: 12:30

Year 6: 1:00

Key Worker Pupils: 3:00

Thank you for your understanding in this manner.

Stay safe everyone!

Yours faithfully,



Mr. B. Young
Headteacher



Mr. J. Earle
Chair of Governors

