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8th September 2020

Dear Parents/Carers,

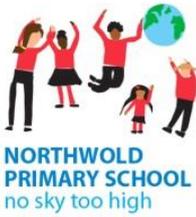
Thank you for your patience and understanding with the staggered start and finish times. Today was much better than yesterday but there are still areas for improvement. We have seen that the queues for both pick up and drop off are long, which makes it difficult for parents to adhere to social distancing guidelines. Based on observations and feedback we will be trialing the following changes starting from tomorrow:

Drop off

- **Parents will continue to drop off their children at the allocated gates. Please refer to information below**
Nursery – Gate 1
Reception - Gate 2
Year 1- Gate 2
Year 2- Gate 1
Year 3- Gate 1
Year 4- Gate 2
Year 5- Gate 1
Year 6- Gate 2
- **Parents with siblings must drop all children at the gate for their youngest child.**
- **Children in Reception, Year 1 and Year 2 will meet their teachers and line up in the playgrounds.**
- **Children in Years 3, 4, 5 and 6 will have a soft start. This means that the children will walk from the gate and enter the building through the staircase that they have currently been using to enter their classrooms.**
- **Staff will be positioned to ensure that children make their way safely to their classroom.**
- **Nursery parents (3 and 2yr olds) will continue with the current arrangements arriving at 9am.**

Pick Up

- **To ensure the smooth flow of pick up arrangements, we will be moving to a one way system for picking up your child.**
- **Parents will enter the playground via Gate 1 on Northwold Road. Then they will follow a path in the playground and exit through Gate 2 on Geldeston Road.**



- **Children will be positioned in class bubbles in different zones in the playground.**

Year 2 and 3 positioned in front of Gate 1

Year 4, 5 and 6 in the football cage

Reception and Year 1- positioned in front of Gate 2

Class teachers will also be holding signs to support parents to identify where their classes are standing

- **As parents walk through the one way system they will collect their children from their class bubbles and continue along the path.**
- **Parents must continue to pick up at their designated time.**

Thank you for your continued support and understanding while we trial systems that will enable us to have a smooth drop off, pick up, safety and provides infection control for all. We will continue to monitor these arrangements and will update you with any further adjustments if necessary.

Kind regards

Shelly-Ann Goulbourne

Headteacher