

**ST MARY'S CHURCH OF ENGLAND
(Aided) PRIMARY SCHOOL**

FOUNDED 1789



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'Learning for life with God as our guide'

8th September 2020

Dear Parent/Carers

Collection of Key Stage 2 children at the end of the day

Many thanks for all that you are doing to help keep your family, other families and the school staff safe.

We are aware that the collection of Key Stage 2 children at the end of the day needs to be improved and thank you for your feedback.

Please note the new arrangements that will be in place from today, Tuesday 8th September:

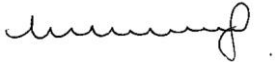
Year 3 and 4 -3.00pm

Year 5 and 6 -3.10pm

1. There will be a one-way system in place that ensures your safety and that of the children.
2. An adult will let you enter the school grounds, through the main gate, please walk up the slope, following the markers on the left. You will be directed to the far side of the playground, through the red and white chain to wait and the class teacher will send your child to you. At this point we will ask you to leave the playground, down the slope following the markers and exit from the smaller gate. **Do not** come onto the playground until your class has been called forward.
3. Please make sure you are socially distancing whilst waiting for your child.
4. We ask that only 1 parent/carer enters the school to minimize the number of adults on the playground.
5. Siblings will be sent to you at the same time so you can leave promptly-i.e. if you have a child in Year 3 AND 6 please come at 3 pm and you will receive both children.
6. Please leave as quickly as you can so that the next group of parents can come on site.
7. We will endeavor to keep as close to these times; please bear with us.
8. If someone other than you are collecting your child, please ensure that you have followed the usual procedure of informing us and that they are aware of our pick up arrangements.

9. If you have a child in Key Stage 1 and Reception, please pick them up first and then come down. We will be waiting for you.
10. Staff will telephone or email you with any messages. If you need to talk to the teacher, please ring the office or email them directly.

Thank you for your continued support.



Helen Comfort