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Cancell Road.

## Friday 4th September 2020

Dear Parents and Carers,

Thank you for your patience and positivity so far in ensuring a smooth and efficient drop off at the start and pick up at the end of the school day.

From Monday 7<sup>th</sup> September, when we welcome additional children in the Early Years, we will use three gates for the start and end of the day to ensure a calm and happy transition for our children.

- Nursery and Reception children will continue to start and end through the gate at the main office
- Year One and Year Two will drop off and pick up at the large middle gate by the hall (which is at other times used for vehicles)
- Year Three, Year Four, Year Five and Year Six will continue to enter and exit at the main gate

It is incredibly important to me that we are able to keep you and your child safe throughout this process. Please continue to:

- arrive on time
- observe social distancing
- support us by leaving promptly

I am extremely grateful for the positive support and behaviour of all our stakeholders. The start and end of the school day provide us with further opportunity to showcase to our children how our community can work together and thrive. During these times, it is even more important that we are kind and considerate both to ourselves and one another.

Your kind words of encouragement and equally your respectful feedback are appreciated. We will continue to review our procedures and keep you informed of any amendments. The drop off and collection time-table is below, by way of reminder.

Yours sincerely

Ms Phillips Head of School

Class	Start Time	End Time	Gate
Nursery	9.00am	3.30pm	Office Entrance
Reception	8.45am	3.15pm	Office Entrance
Year One	9.00am	3.30pm	Hall Entrance
Year Two	8.45am	3.15pm	Hall Entrance
Year Three	9.00am	3.30pm	Main Entrance
Year Four	8.45am	3.15pm	Main Entrance
Year Five	9.00am	3.30pm	Main Entrance
Year Six	8.45am	3.15pm	Main Entrance



