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**Executive Head Teacher: Mrs Laura Green**

*As each has received a gift, use it to serve one another, as good stewards of God's varied grace  
1 Peter 4:10*

Tuesday 8th September 2020

Dear parents and carers,

**Re: Staggered drop off and pick up times**

From Wednesday 9<sup>th</sup> September the arrangements for drop off and pick up times will be as follows:

**Drop off: Anytime between 8:30 and 8:40 for all children**

**Pick up: 3:15 for all children**

Please follow these rules for social distancing:

- Drop your child at the main gate as there will always be a member of staff there to guide them in OR
- Walk them to their door and follow the one-way route out of the gate on the far side of the school
- When you arrive to collect your child come onto the playground and wait at the bottom end of the playground nearest the field keeping 1.5 to 2m distance from other families at all times
- Teachers will bring their classes out to line up at the top of the playground and hand the children over to you
- Once your child is handed over to you, make your way out via the one-way route to the gate on the far side of the school
- Your child should not play with children from other class bubbles and they should not play on any of the school equipment
- Don't stop to talk to other families or staff
- Make your way off the site as quickly as possible

As I said in my previous letter, we are keen to get back to normal start and finish times as this makes life simpler for everyone.

Your vigilance, understanding and support with our procedures is very much appreciated as always.

Kind regards  
Laura Green  
Executive Head Teacher