



Garlinge Primary School and Nursery

3 September 2020

Dear Parents and Carers,

Changes to end of day arrangements

As I stated yesterday we will continue to review all aspects of the school day in order to keep all members of our community safe. We are aware that there was some congestion yesterday afternoon in some areas of the school and are very grateful for the constructive feedback that we have received and as a result will implement some changes from this afternoon.

Due to the number of parents and carers on site collecting children in the afternoon it has been decided to re-organise the procedures for years 3, 4 and 5 in order to assist with social distancing at this time.

Year 3

From today, parents and carers of children in year 3 may collect from their usual locations at the slightly earlier time of 3:10pm. We appreciate that this will not necessarily be viable for some, but will give others the opportunity to collect their child a little earlier and leave the site, therefore creating more space.

Year 4 and 5

Year 4 will now be led out to the back of the playground, in the wooded area to the right of the timber trail, and will wait in line to be collected. There will be signs displayed to show where each class will wait. We would like to ask parents and carers to therefore wait, socially distanced, on the sports court near to their child's pick up point, ready to collect. Year 5 parents and carers should also wait on the other sports court for their child to be collected from their usual door.

By moving people away the year 4 exits and the staff block we will maximise the use of this area and should create far more space for everyone and assist with social distancing. From today, we politely request for parents and carers not to wait in the space directly outside the year 4 classrooms.

Year 6

Please can we request that parents and carers enter via the year 6 gate or the main gate and wait for your child on the grass in order to alleviate congestion on the pavement at the front of the school.

Could we also remind parents and carers that we request where possible that only one adult drops off and collects their child in order to minimise numbers on site and that you leave the site as quickly as possible. We are creating a new **EXIT** from the school site, in order to relieve congestion further by opening the gate via the key stage 2 staff car park which leads onto Caxton Road. This road is not monitored by our Road Crossing Patrol team, so please ensure to take additional care when leaving the school site.

Thank you in advance for your co-operation and assistance with helping to maintain a safe and secure environment for you and your child.

Yours faithfully,

James Williams
Headteacher