

6th December, 2021
Ref: 000161



RETURN OF WHOLE SCHOOL END OF DAY FINISH 3:15pm - ALL CHILDREN

Dear Parent/Carer,

I am writing to inform you that **from Monday, 13th December, we will be resuming our whole school end of day finish of 3:15pm for all children in school.**

This means that children in Bears and Crocodiles will need picking up at 3:15pm instead of their current earlier time.

The changes to our end of day timings for our youngest children in Bears and Crocodiles were put in place at the beginning of the pandemic as an interim measure to help us remain in 'bubbles', as stipulated in government guidance at the time. As these requirements are no longer necessary, we feel that this is the right time to return to our normal school day for all children.

As you all know, our school gate is incredibly narrow, therefore dismissing the whole of our school at the same time does still need to be carefully risk assessed to help us to continue to keep our whole school community as safe as possible. Therefore, please familiarise yourself with our revised end of day procedures:

- ✓ We will be promptly opening our gate at 3:15pm and keeping it open for 10 minutes until 3:25pm to encourage a steady arrival of parents (similar to how we operate in the morning). We hope that this will help to minimise a very long queue at 3:15pm.
- ✓ We will be introducing two staff members on walkie-talkies to help dismiss each line.
- ✓ Please ensure that you arrive no later than 3:25pm to pick up your child.
- ✓ We will be continuing with our two separate lines, as we currently do:

Bears and Crocodiles

Please form a line **UP Gordon Road** (in the direction of St Chad's Road)



Elephants and Flamingos

Please form a line **DOWN Gordon Road** (in the direction of Howard St/Provident St)



Siblings in both Key Stages

Please form a line **DOWN Gordon Road** (in the direction of Howard St/Temple St)



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Headteacher: Ms. K Leach

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We would like to use next week to help transition back to the whole school finishing at 3:15pm and practise our new end of day procedures. This is the first time that we have adopted this system and it is highly likely that there will be some initial teething issues. We kindly ask for your patience as we adjust.

We will continue to dismiss the children as promptly as possible but their safety continues to be our priority (our children have to walk from the hall, to the front door and then the side gate which does take some time with their little legs, especially when juggling book bags and saying goodbye to staff along the way 😊).

If you do not need to pick up your child immediately at 3:15pm and can 'hold fire' for a few minutes before joining the queue then this would be very helpful. We hope to see a 'steady drip feed' of parents across the 10-minute window instead of us having two very long queues alongside Gordon Road.

We continue to encourage parents/carers to wear a face covering when dropping up/picking up, where possible.

Kind regards,



Ms. K Leach
Headteacher

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