



Tuesday 2nd March 2021

Dear parent/carer,

Thank you for reading our previous letter regarding the school return on Monday 8th March. As outlined in the letter, **the biggest change to the school day will be how you and your child enter and exit the site.**

As you can imagine, getting 200 children and families on and off the site is a difficult logistical challenge. We have thought very carefully about how to minimise the contact between bubbles of children and adults, as well as preparing for when the nursery has some building works which will affect our previous exit and entry arrangements to the site.

I understand it is tricky with multiple children to have different start and finish times; however, we are unable to change this and if children arrive later than at their allocated time slot, they will be marked late in line with our attendance policy. We will not be running early morning learning club at 8.30am until after Easter as our priority is to get all children in school and settled.

We have staggered the start and finish times for each class to minimise contact on the school grounds – see the table below. Only one adult may enter the site and any siblings should only be brought if necessary and must remain next to you.

	Start time	Finish time	PE days
Rabbits – Year R	8:40am	3.05pm	Monday
Bats – Year 1	8:50am	3:15pm	Wednesday
Foxes – Year 2	8:50am	3:15pm	Wednesday
Crickets – Year 3	8:50am	3:15pm	Tuesday
Caterpillars – Year 4	8:50am	3:15pm	Thursday
Ladybirds – Year 5	8:40am	3.05pm	Tuesday
Frogs – Year 6	8:40am	3.05pm	Friday

We are now operating a one-way system around our school site. All classes will enter via the arched entrance from Mill Road to the playground. After you have sanitised, your child will line up with their teacher and you will be directed through our one-way system around the site to exit by the pedestrian gate by the school car park.



At 3.15pm, years 1, 2, 3 and 4 will be collected from the playground as usual; however, once you have collected your child, you will continue on the one-way route around the school, past the key stage one classes, through the year R outside area and around the building past the kitchen into the car park.

Years R, 5 and 6 will finish at 3.05pm and they will continue to leave from the building as they did previously before Christmas. Year 6 will be escorted to the top gate and they will be dispersed from there, so if any year 6 parents are collecting children, please wait on the pavement outside the pedestrian gate. Year 5 parents should line up along the path at the front of the school which runs alongside the lower staff car park and Year R alongside the year R outside area. Please rest assured that there will be staff members on hand to help direct you to the correct place.

The school car park gates will be closed from 2.45-3.30pm every day to ensure the safe exiting of the site.

It is important that these drop-offs and pick-ups are punctual and parents leave the site as soon as their child has lined up with their teacher or exited the building. Please do not linger for conversations with other parents during this time, so we can ensure the safety of groups entering the site. It is also imperative that children walking to school aim to get here promptly and do not gather at the school gates or walk with other children to and from school without socially distancing. If you need to communicate with your child's adults, please email the school at admin@millhillandwoodcroft.co.uk, as you will not be able to talk to them on the playground. Alternatively, you can talk to one of the key members of staff outside the drop off points.

We would like to highlight that schools are being asked to minimise contact, not socially distance, and it is not possible for the school to provide guarantees about transmission and the spread of the virus. What we can do is to take precautions as advised by the appropriate bodies in an effort to minimise risk.

We look forward to welcoming each child back on Monday 8th March to their classes.

Best wishes,

Mrs Tracy Morgan and Mrs Samantha Watts