



**Ms S Norris**  
Headteacher

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Date: Friday 18th Sept. 2020

In order to reduce congestion on the streets and enable adults to keep 2 metres apart, we have modified our entrance and exit procedures to include a one-way system.

Since Wednesday 16th September Parents & Carers have been allowed on the school site.

**Parents & Carers must wear a face covering on site.**

**ENTRANCE ONLY- STAFFORD ROAD**

**EXIT ONLY- BRISTOL ROAD**

**Drop off**

8:45 - Nursery and Reception

8:50 - Year 5 & Year 6

8:55 - Year 1 & Year 2

9:00 - Year 3 & Year 4

Parents and Carers must keep walking around the school and out of Bristol Road.

(No stopping to chat or visit the classroom- sorry.)

**Pick up**

11:45 - Nursery (Parents & Carers wait in the nursery playground, 2 metres apart. Exit Stafford Road)

3:05 - Year 1 & Year 2 (Parents & Carers wait in the large playground, 2 metres apart.)

3:10 - Year 3 & Year 4 (Parents & Carers wait on the orange dots outside year 3.)

3:15 - Reception (Parents & Carers wait in the nursery playground, 2 metres apart.)

3:20 - Year 5 & Year 6 (Parents & Carers wait outside year 3 or outside year 5/6.)

3:30 - Nursery (Parents & Carers wait in the nursery playground, 2 metres apart.)

Only come at the allocated time.

Families with children in different classes - come at the earliest child's time.

No playing in the playgrounds after school - sorry.

All children must stand next to their parents or carer.

The staff will not be able to speak to individual parents or carers at these times.

Please telephone the school if you need to speak to a staff member.

**Thank you for helping us to keep each other safe.**



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