Edenfield C E Primary School

Tuesday 2nd March 2021

Dear Parents and Carers,

Please see below for the arrival and collection times that will be in place from Monday 8th March to avoid congestion as much as possible during this busy period of the school day.

We do request that you adhere to these times and **avoid queuing on the path before your allocated slot.** Even with the reduced numbers in school, we regularly received complaints about gatherings outside school and we are trying our best to keep this to a minimum. Our premises and the limited access points do make it difficult to arrange one-way systems and we appreciate your cooperation.

If you have to collect siblings, which will lead to long periods of waiting, please notify the school and we will make arrangements for your children to be collected together.

	Arrival Time and Entrance Point	**Collection Time and Departure Point**
Class Reception	8.50am EYFS gate via the main steps	3.05pm EYFS gate via the main steps
Class 1	9am EYFS gate via the main steps	3.15pm EYFS gate via the main steps
Class 2	8.50am via East Street gate*	3.05pm via East Street*
Class 3	9.10am main office entrance via the main steps	3.25pm main office entrance via main steps, depart through East Street
Class 4	9.05am via the front door (Y6 entrance) and school hall one way system	3.20 via the front door (Y6 entrance) and after Y6 have all been dismissed
Class 5	9.00am via East Street gate*	3.15pm via east Street*
Class 6	8.45 via front door	3.10 via front door

Class R and Class 1

Please do not queue on the path outside the gates **until your arrival time**. This will save long periods of waiting for parents and avoid congestion on the pavement. If you are waiting, please leave a distance of at least one metre between each parent and carer. **Only one parent** should wait with their child, even on the pavement.

Please approach the EYFS gate along the path and depart promptly along the grassed area to avoid face-to-face meetings with other parents and children.

***Class 2- Additional Information**

Miss Greenhalgh or Mrs Davis will collect the children at the East Street gate in the morning and supervise them walking to the external classroom door.

At collection time, the whole class will be brought up to the East Street Yard and the children will be released to parents and carers who should wait outside the gate entrance at socially distanced points, at least one metre apart. At 3.05pm prompt, any Class 2 children who have not been collected, will return to class so that Class 5 can leave via the East Street Yard. Late arrivals will need to report to the school office.

***Class 3 - Additional Information**

Please drop your child at the bottom of the steps each morning where a member of staff (usually Mrs Garner or Mrs Rhodes) will ensure they walk round safely to Mr Cartridge. This is to avoid congestion in the narrow walkway and support a more effective one-way system – thank you for your cooperation. A one way system will be operational for Class 3 at collection times, ensuring there is no cross over with other year groups.

***Class 5 Additional Information**

Please collect your child promptly so that the yard is clear for Class 3 to leave at 3.25. At 3.25, Class 5 pupils who have not been collected will return to class to make way for Class 3 who will now leave via East Street yard to avoid congestion at the front of school. Late arrivals should report to the school office.

Please be patient with us as we return to these systems; they are in place to keep you and your children safe and protected as much as possible. Thank you, as always, for your support in ensuring the reopening of school runs smoothly so that we can avoid possible partial closures and deliver the education your children deserve.

Yours faithfully,

C. L. Garner
Headteacher