

Rowlands Gill Primary School

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14th September 2020

Dear Parents / Carers

Please help us with our new arrangements

Thank you so much for adjusting to our new arrangements with such little notice, I really do appreciate it. As is expected, we had a few teething troubles this morning, which I really need your help with.

There are 4 key things which everyone MUST do to help:

- ✓ **Arrive on-site, only during the time in which your bubble slot is open** (not earlier or later). They are 10-minute slots and you can arrive at any time within that 10 minutes. For example, you can drop your KS1 child off at 8.50 and then wait a couple of minutes for the Early Years bubble to open, rather than arrive for 8.40 and wait for longer. This also helps to stagger the arrivals and helps us to ensure that social distancing is possible.
- ✓ **Leave the school site as soon as you have dropped off or picked up.** Please do not stand around the outside of the gates chatting to friends, as this is preventing other people from being able to maintain social distance. The school site includes all of the grassy areas, paths and road down to Dominies Close.
- ✓ If you are waiting on an orange marker, **move forward as soon as the marker in front of you is vacated**. This is to ensure that all parents can wait in a safe space. When the line doesn't move up, parents end up waiting in areas which are not as safe as we would like them to be.
- ✓ **Listen and respond to requests made by staff or the site manager.** Their job is to make our school as safe as possible for everyone. **We expect parents to co-operate with reasonable requests** to support the safety of everyone.

There were some additional issues for those dropping off at the MUGA this morning.

Drive-Up Drop-Off Zone

We have set up a 'drive-up drop-off zone' to assist parents to drop children off at the MUGA. Mr Proud, our site manager was manning that area this morning. There are 3 bays which can be pulled into, Mr Proud will signal for you to pull forward where necessary so other cars can pull in behind you.



You should pull in, let your child/children get out of the car, then pull away again. They are not 'waiting' areas. The drop-off zone is only available on a morning. Beyond those 3 bays, you are free to park normally. Please remember that the staff car park should not be used. All bays can be parked in as normal at the end of the day.

Drop and Leave

There is no requirement for parents to wait with their children on the MUGA. The area is fully supervised and the children will be heading into school very quickly upon arrival at the MUGA within their bubble time. The less people there are on-site, the better for everyone. Remember messages for teachers can be passed on via email or by telephoning the office.

Year 3 & Year 4 Children

Their bubble time is **8.55 – 9.05**. They **can not be dropped off with older siblings** as this means that bubbles are mixing which we are not allowed to do. If parents have children with different start times they should use the full 10-minute slot of allocated time to suit them. For example, drop off the Y5 or Y6 child at 8.53 or 8.54 then just wait a couple of minutes, at a social distance to send your year 3 or 4 child in at 8.55.

It is not easy to arrange to welcome or dismiss 205 children, and enable all adults to socially distance, so your co-operation with this is vital. The better we can manage the drop off and pick up times together, the less risk there is for everyone.

Arriving on site during the bubble time only is the most important thing you can do, along with **leaving the site as soon as you possibly can.**

I would appreciate it if you could share this information with any adults who will be picking up.

Yours faithfully



Mrs L Clarke
Headteacher