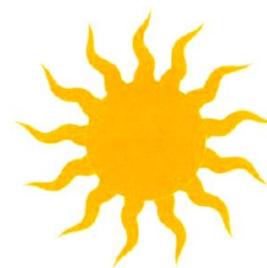


# Boreham Primary School

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**Monday 23<sup>rd</sup> November 2020**

## **New Proposed Drop Off and Collection Arrangements**

Dear Parents & Carers,

Having carried out a consultation process involving several representatives of our school community, risk assessing our school grounds and reviewing our current COVID-19 risk assessment, I am writing to inform you of some key changes to our current drop off and collection arrangements **which will take effect from Monday 30<sup>th</sup> November as part of a trial process**. This will allow us a number of weeks to see the new system in operation and to address any issues that are identified and make the necessary adaptations in readiness for the spring term.

### **Arrival / Drop Off Arrangements**

**Everybody will enter the school via the main gate at their designated time. Our school gate will be opened just before 8:40am and will be closed at 9:00am.**

<b>Year Groups</b>	<b>Arrival (Main Gate)</b>
Years 3 & 6	8.40am
Years 2 & 5	8.45am
Years R and 4B	8.50am
Years 1 & 4Buc	8.55am

Parents/carers who have children in more than one year group will drop **all** children off at the earliest child's time. To continue to develop the children's independence in all year groups, we encourage parents and carers to drop off their children at the main gate in order to reduce the number of adults on school premises before school.

If you do enter the school premises before school, you must drop your children off and then immediately leave the school premises, following the one way system, (indicated on the attached map). **All parents and carers will leave the school premises via the double gates next to Susan the Dragon.** When you leave the school premises you will be expected to **turn left and cross the road to walk back right down Juniper Road if you go home that way.** The main school gates will be closed at 9:00am and anybody arriving after this time will be directed in via the main school office.

### **Collection / End of day Arrangements**

<b>Year Groups</b>	<b>End of Day</b>
All Key Stage 2 (Yr 3- Yr 6 classes)	3:00pm
All Key Stage 1 (Reception, Yr 1 and Yr 2 classes)	3:05pm

The main school gate will be opened at 2:55pm so that parents who have children in Key Stage 2 can begin to access the playground.

With the exception of our Year 6 class, many of whom, walk home without an adult, **all other year groups** will be released from their classroom door. Those Year 6 children who are being collected by a parent or carer, will wait in a holding area, (indicated on the map attached) with a member of staff where they can be collected at 3:00pm.

Having collected your child, you will follow the one way system, (indicated on the attached map) in order to leave the school premises or to move back around the playground to stand outside the relevant Key Stage 1 class and wait a few minutes in order to collect your other children.

**All parents, carers and pupils will leave the school premises via the double gates next to Susan the Dragon.** When you leave the school premises you will be expected to **turn left and cross the road to walk back right down Juniper Road if you go home that way.** **The gates will be locked at 3:15pm.**

Unfortunately, due to staffing capacity the back gate for entry to the school from Plantation Road will remain closed for the foreseeable future.

### **Protocol to be followed by all parents, carers and children.**

- **DO NOT** enter the school premises if you have any symptoms.
- **Only ONE** parent/carers can escort a child to and from school, if they cannot walk to and from school on their own.
- Unless medically exempt, **which the school will require to see evidence of before the 30<sup>th</sup> November, ALL parents and carers will be expected to wear an appropriate face covering whilst on our school premises. The school reserves**

**the right not to allow any parent or carer onto the school premises without wearing a face covering.**

- Drop off and collect your child **on time** on a daily basis.
- **DO NOT** approach your child's classroom door to ask to speak to the class teacher or any other member of staff within the classroom at any point.
- **DO NOT** arrive at the school early.
- When arriving at the school to collect your child, please wait outside the classroom at a safe distance and refrain from mixing with other parents and children outside that of your household, childcare and support bubble.
- **DO NOT** gather/congregate on our school playground, outside classroom doors and outside the two main school gates.
- Where possible, at all times, maintain a two-metre distance from others at the school gate during drop-off and pick-up time and directly outside the school premises.
- Continue to use common sense and remain alert.

Key staff will continue to remain on duty both before and after school to ensure that these protocols are consistently adhered to and so we can support you in becoming familiar with the new one way system. As this will be our priority, staff will **not be** available to talk to parents/carers at this time.

#### **Parents on Premises / School Communication**

Other than dropping off and collecting your children on the school playground, until further notice, parents **will not be permitted** onto our school premises at any time which includes going into our main reception area to speak to a member of the administrative team and/or drop off belongings for your children.

In the first instance, parents should ensure that their child is fully equipped for the beginning of the school day so that there is no need to enter the school reception area. Unless otherwise invited onto the school premises, all parents and carers are expected to phone the school in advance and if deemed necessary, you will be asked to leave any child's belongings under the canopy outside the main front door for a member of school staff from your child's class bubble to collect. If the school contacts you because your child is unwell, we will arrange for your child to be handed safely over to you, outside the main reception entrance.

Parents are asked to continue to contact the school either via the school admin email address or via telephone if you need to speak to a member of staff. Parents are encouraged to use our pupil absence reporting line to report your children's absence from school. If you need to speak to your child's class teacher at any point, then please contact the school via the above means or via *Seesaw* and your child's class teacher will respond at their earliest opportunity, which for many will be immediately after school.

Our weekly newsletter will continue to operate as normal and we of course will continue to communicate with you as and when required via parent-mail.

### Playground Equipment

Parents are responsible for their child's safety at the beginning and end of the school day. Children **should not** be left unsupervised and are not allowed to play on any of the outside equipment at any point before and after school. To ensure appropriate social distancing measures remain in place, no children **are allowed** to run around the playground and are expected to remain next to their parent or carer at all times when on the school premises.

### Parking

In line with the school's Road Safety Policy, parents are requested **not** to park or drop off a child on any part of the zig-zag lines in the layby outside the main school gate, park **across the dropped kerb** opposite the main school gates which is the only safe place for pedestrians to cross and to park on any of the two bends of the t-junction opposite the main school which leads to residential housing. Parents **must not** drive into the school car park when delivering or collecting their children or walk through the car park.

### Summary

You may already be aware of a number of local schools who have had to close fully or partially. Therefore, the whole school population, whether on school grounds or off it, must **remain** vigilant and observe the above protocols and social distancing measures. Maintaining this distance from those outside your household, childcare and support bubble will help to reduce the spread of COVID-19. It is vital we **all** play our part if we're to avoid a spike in our community which could result in a partial or full closure of our school.

I hope that you will see this new drop off and collection system as a positive one and hopefully it will not only reduce waiting times for those parents and carers with more than one child but equally make you feel a little more reconnected to our school. I fully appreciate and recognise that this is still an unsettling time for us all. As a whole school community, continuing to work in a positive and supportive partnership will ensure that we remain strong. As I have said previously, we are not COVID-19 experts but are doing our very best to create the 'most normal', safest and happiest environment possible for your children and all members of our school community.

Thank you for your continued support.

Yours Sincerely,

*Mr. I R Bowyer*

Head Teacher



