

Dear Parents and Carers,

I am writing to explain our revised drop off and collection arrangements for September. In developing this plan, we have considered:

- Prioritising the safeguarding of our pupils in handing over children to a parent/carer ensuring clear lines of sight.
- Minimising the need for parents/cares to wait around in school, especially those with siblings.
- Building on the unavoidable procedures used in 2020/21 due to the pandemic and the feedback from staff and parents.
- Balancing the need to reduce the length of time taken for drop off and collection with the number of people both in school and on the high street at a busy time.
- The need to return to a single entrance/exit point. The school only has vehicular access to the school via the pathway to the reception area. We have been able to use this entrance during the pandemic thanks to the goodwill of our neighbours.
- The DfE Schools Covid-19 Operational Guidance (July 2021).

If, after reading this plan, you are uncertain as to the precise details, do not worry. As long as you ensure you arrive at the correct times, additional staff will be present wearing hi-vis jackets to direct you in the new term.

I anticipate we will have some teething problems at the start of the year. Please be patient with us. These procedures will be reviewed early in September if needed.

Drop off and collection times:

	Drop off time	Location		Collection Time	Location
Early Years	8.45	In front of old school building		3.05	In front of old school building
Years 1, 2 and 3	By 8.40	Edge of main playground		3.00	On main playground
Years 4, 5 and 6	By 8.45	Edge of main playground		3.05	On main playground

Drop off procedures:

- Enter the school via the alleyway next to the church keeping to the left hand side. The gate will be open from 8.30am leaving a window of time for children to arrive.
- Following parent feedback, children (except those in Early Years) should be dropped off by parents at the edge of the playground. Not having to wait with their child on the playground should reduce the length of time cars need to be parked near to the school and parents/carers have reported it is easier for other commitments they may have. Teachers have also commented on the reduced level of upset from some pupils when separating from their parents this year with a similar approach.
- On the children's first day back, Mrs Holmes and Mrs Westcott will be around at the start of the day to help the new Year 1 children transition into their new classes.
- Older pupils may of course come onto site without an adult.
- Early Years parents should wait with their children in front of the old school building where staff will come and collect the children at 8.45.
- Any messages for the start of the day can be emailed to the school office – admin@pevenseyschool.org.uk and copied to your child's teacher.

Collection Time:

- Ensuring all of our children are handed to their adult safely at a very busy time has been key in developing this plan.
- The gates will open at 2.50pm to allow access to the school site.
- Children in Early Years will be handed to Parents/Carers at 3.05 where they were dropped off in the morning in front of the old school building.
- Years 1 to 3 will be dismissed from the main playground at 3.00. This will allow time to collect any siblings in Early Years afterwards.
- Years 4 to 6 will be dismissed at 3.05. Please collect any younger siblings from Early Years first.
- Children will have a marked out space on the playground to stand as a class. Parents/Carers are asked to queue in class lines. Signage will be in place so that you know where to stand.
- Rather than having a line of children with teachers searching for the correct adult for each child, teachers will hand over the correct children to the adult at the front of the line in a similar approach used this year.
- Early in the term, teachers will not be familiar with which child belongs to which adult and we have arranged for support staff the children have worked with this year, to be on hand to support where possible.
- Where you have siblings in Years 1 to 3 or Years 4 to 6, please collect your youngest child first and then move to the next class line.
- If you are a parent of children in Years 5 or 6 and feel your child is responsible enough to either walk home alone or meet you off site, please indicate this in the collection arrangement form on ParentMail which will be sent out before the end of term.
- Hopefully this will ensure as quick as possible end of the day routine however we will always prioritise making sure children are handed over safely - this means that when it is raining we will get wet.

