



August 2020

Dear Parent/Carer,

Reception classes - September 2020

I hope this letter finds you safe and well and that you are enjoying your summer break.

It is our plan that all Reception pupils will begin a phased transition to school from Monday 7th September (details of which have been sent to you in your pack). Children will then be in school full time from Monday 21st September.

Times and arrangements for arriving and leaving school

In line with Department for Education and Local Authority guidance, and in the interests of safety, parents/carers are not allowed on site, however, in order to reduce the risk of an accident on Hall Lane we will be pedestrianising the top car park (off Hall Lane). All other gates will be closed. Children are to be dropped off/collected by one parent/carer only in the top school car park according to their year group information below. It is vital that parents/carers do not congregate and observe social distancing whilst dropping off/collecting children. As such, you will not be able to speak to your child's class teacher at drop off and collection times. If you need to speak with a member of staff please ring the school office (if unanswered, please leave a message on the answerphone). In line with Government guidance, we are also encouraging people to walk to school to avoid traffic congestion. Please park away from the school's main gate, observe the safety markings on the road in front of the gates and be considerate towards local residents.

You will have received details of your transition visits in the pack previously sent out so please use the information below which gives details of how and where to drop off and collect your child at the times you have been given.

Reception - drop off point	Reception - collection point
Please enter using the pedestrian gate on Hall Lane (nearest the Glendale Club) and drop your child at the barrier. Please note no parents/carers will be allowed past the cordoned area in the top car park. Please explain this to your child so that they are prepared for you to leave them at this drop off point.	Hall Lane pedestrian gate (nearest the Glendale Club) Please socially distance in Hall Lane until you are able to enter the pedestrianised part of the top car park when waiting to collect your child. Children will then be released to you. Please then leave safely with your child straight away.

Reception club

We acknowledge that usual transition arrangements have not taken place this year due to Covid-19 restrictions, Department for Education and Local Authority guidance.

We are aware that some families may find this phased transition difficult to manage with their work commitments and so we are going to provide a daily club for new starter children (in Reception only) **from Thursday 3rd September**. Your child will be taken to the Reception class when it is their allotted time for their phased transition visits.

If you need your child to attend to support your work commitments the drop-off time is **8:00 a.m.– 8:10 a.m.** and children should enter via the pedestrian gate on Hall Lane (Glendale Club side). The gate will then be closed at 8:10 a.m. Please note, no parents/carers will be allowed to enter through the gate – please explain this to your child so that they are prepared for you to leave. Children will then walk down the ramp and enter school (the route will be staffed and children will be guided to the entrance).

Reception club pick up time is **4:15 p.m.** when children will exit from the top car park. Reception children will exit from the pedestrian gate nearest the Glendale Club.

School meals will be provided for your child. Please also provide them with a coat and sun hat if the weather is warm.

Please contact the school on **Tuesday 1st or Wednesday 2nd September**, via phone if you would like your child to attend and if unanswered, please leave a message on the answerphone. Mrs O'Mara will return your call.

Finally, we look forward to meeting you and welcoming you to our school.

Yours sincerely,

Mrs G. O'Mara
Assistant Headteacher/EYFS Lead