



Bernard Gilpin Primary School

Dream Believe Achieve

September 2020

Entering and exiting school – Reception class from Monday 21st September

Dear Parent/Carer,

Thank you for making the reopening of our school a real success. It was a pleasure to see so many children looking really smart and very keen to learn.

Entering the 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 have pedestrianised 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 the 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.

Children with surnames **A - L** to arrive at school between **8:25 a.m. – 8:35 a.m.**

Children with surnames **M - Z** to arrive at school between **8:40 a.m. – 8:50 a.m.**

Please enter using one of the pedestrian gates on Hall Lane 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.

Exiting the school

2:50 p.m. Hall Lane pedestrian gate (nearest the Glendale Club). Please arrive no earlier than 2:45 p.m. to ease congestion in the Hall Lane area. Only enter the gates at the correct exit time.

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 so that we can prepare to dismiss the next year group and reducing the pressure immediately outside the school. Please note, DfE guidelines also state that there can be no gatherings outside the school gates.

If your child has an older sibling in Year 1 or above (Years 1, 2, 3, 4, 5 or 6) they will leave with the oldest child from their gate at their designated time (see information below). Please complete and return the reply slip below to indicate if your child has siblings in school so we are able to plan departures.

Year 1	3:00 p.m.	Hall Lane pedestrian gate (nearest the Glendale Club)
Year 2	3:00 p.m.	Hall Lane pedestrian gate (nearest Martindale Park)
Year 3	3:15 p.m.	Hall Lane pedestrian gate (nearest the Glendale Club)
Year 4	3:15 p.m.	Hall Lane pedestrian gate (nearest Martindale Park)
Year 5	3:30 p.m.	Hall Lane pedestrian gate (nearest the Glendale Club)
Year 6	3:30 p.m.	Hall Lane pedestrian gate (nearest Martindale Park)

Please note, if you have an older child in Years 4, 5 & 6 and you have given permission for them to walk home from school alone, they are **not permitted to walk home with a younger child.**

May I also take this opportunity to remind you that Reception's P.E. day is Tuesday each week. On that day your child should come dressed in their P.E. kit.

Thank you for your continued support and co-operation.

Yours sincerely,

Mr A. Bainbridge
Headteacher

Reception entering/exiting school

My child _____ in Reception has a sibling/s in the following year groups:

Child's name: _____ Year group: _____

Child's name: _____ Year group: _____

I have read and understood the information in this letter and will collect my child at the time/place specified for the eldest sibling.

Name of parent/carer: _____ Signed: _____