



Ref: RS/SB

2 October 2020

Dear Parent/Carers

Firstly, can I thank the vast majority of parents who are complying with the tight schedule of the staggered drop off and collection times. The congestion at the gates has eased since we started with this and has been helped greatly with the addition of the new entrance for children in Early Years. There are however still some areas that need tweaking so that they work a bit better.

We are continuously looking at ways in which we can improve the current measures. We have seen an increase in the numbers of children in years 5 and 6 who are now walking to school without an adult and with parental consent are going home alone. This means that we are able to get Y5 and Y6 into school much quicker in the mornings, whilst the opposite side of the road is still quite busy. To try and alleviate this, from **Monday 5 October** we will be slightly changing the drop off and collection arrangements at the Machray Place entrance.

Therefore, from Monday 5 October we would like Years 5 and 6 to arrive at 8:45am and Years 3 and 4 to arrive at 8:55am. Staff will be on hand to direct to you to the correct side of the road and support with the dropping off and collection of siblings where needed. This will then work in reverse at home time with Years 3 and 4 being collected at 3:20pm and Years 5 and 6 at 3:30pm. I have amended the schedule with the new changes below:

<b>Year Group</b>	<b>Entrance Point</b>	<b>Arrival Time</b>	<b>Departure Time</b>
Early Years: Nursery (all day children)	Nursery Entrance Reynolds Street	9:00am	3.00pm
Early Years: Nursery (morning only children)	Nursery Entrance (Reynolds Street)	9:00am	12.00pm
Early Years: Nursery (afternoon children only)	Nursery Entrance (Reynolds Street)	12.20pm	3.00pm
Early Years: Reception	Nursery Entrance (Reynolds Street)	8:45am	3.15pm
Year 1	KS1 Playground (Reynolds Street)	8.45am	3.20pm
Year 2	KS1 Playground (Reynolds Street)	8:55am	3:30pm

<b>Year Group</b>	<b>Entrance Point</b>	<b>Arrival Time</b>	<b>Departure Time</b>
Year 3	KS2 Playground Entrance (Machray Place - through car park gates)	8.55am	3.20pm
Year 4	KS2 Playground Entrance (Machray Place - through main entrance gate)	8:55am	3:20pm
Year 5	KS2 Entrance (Machray Place - through car park gates)	8.45am	3.30pm
Year 6	KS2 Playground Entrance (Machray Place - through main entrance gate)	8:45am	3:30pm

Please note, the gates will be unlocked at **8:45am** and then locked again at **9:05am**. If you arrive after this time, you will need to contact the Academy to make us aware that you are late and a custodian will unlock the gate for you.

If your children are in Years 5 and 6 and walk to school on their own, please bear in mind that the gates will not be unlocked until 8:45. It is really important that they are on time as once their classes have gone in they will then have to wait until children in different bubbles have entered.

Hopefully this will make coming into school a bit easier however this is still dependent on all parents/carers following the guidelines – just a reminder:

- It is crucial that you arrive at the correct time. There is absolutely no need to be early – we still have a number of parents/pupils arriving 10 to 15 minutes early. This then endangers your family and other families as there is more chance of bubbles mixing.
- Please remain with your children in the line until they go through the gates and into the Academy.
- Once you have arrived and your children have come through the gates, please leave to allow more space for others who are still entering the gates and not block other parents as they are trying to exit.
- Only one adult per family should be dropping off and collecting unless there is a very good reason – again, this will make a massive difference to the numbers outside the gates.

I would also like to thank you for your consideration towards the parents, children and residents on Machray Place and not bring cars down or parking. As parents are quite rightly trying to socially distance, it means that there are far more adults and children on or around the road. Therefore, any cars entering and exiting the road are a potential hazard to

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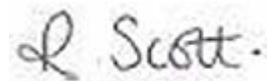
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everyone. Due to the nature of the road, this is slightly more difficult on Reynolds Street. We understand that it is not always convenient, but we really appreciate your cooperation in using both sides of the road to help with social distancing. Staff are always happy to assist to ensure that you can cross the road safely.

As I began this letter, I would like to reiterate my thanks to everyone who has been supportive to everything we are putting in place. The children have returned with positive attitudes towards their learning and many have enjoyed catching up with friends - it's great to have them all back!

Yours faithfully



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