



Windmill Hill Primary

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Head of School: Mr S Plant

Chair of Governors: Mrs K Davison



Thursday 10th September 2020

Dear parents / carers,

Re: Revised Drop Off/Pick Up Procedures

Firstly, I wanted to say thank you for your patience, understanding and invaluable feedback whilst we have been trialling our drop off and collection systems that we put in place. We did explain that we would check how the systems were working and would, if necessary, make revisions to the system based on our observations and feedback.

Although the one way systems are working well, we need to avoid the lengthy queues on the pavements outside school. Therefore, we have designed a new system that enables parents and pupils to enter directly into the school grounds and utilise the playground areas in school as places to assemble (socially distanced of course) and wait for the class teacher. These areas will now become the designated drop off and collection points for parents

The new system will begin tomorrow on Friday 11th September so please ensure that you are aware of the changes and where the designated areas for your child's class are.

What has changed?

- 1. Designated coned waiting areas on the school playgrounds.** We are introducing designated coned waiting areas which indicate where each class bubble is to assemble on the playgrounds. **Please see the map at Appendix 1 which shows the waiting areas for class.**
- 2. Dropping off:**
 - **Infants** - the **infant gates will now open at 8.30am** and then remain open so that other children and parents can start to filter through and head towards the designated waiting area.
 - **Juniors - Y6 children** will still enter at 8:35am but **will now be expected to go straight into the classroom** where their teacher will be meeting them. They must not go anywhere else on site. The junior gates will remain open so that other children and parents from KS2 can start to filter through and head towards the designated waiting area.
 - **Siblings** - if you have siblings where the timings are the same, **prioritise the younger children first, then move to the next designated waiting area to drop off the other sibling(s).**

3. Collecting:

- **If you have the same pick up time for siblings** - for example 3.05pm for both an EYFS child and a Y5 child, please can you **prioritise the younger children first then move to the KS2 designated waiting area on the playground.**
- **Both the infant and junior gates will now be open at 2:50pm** and remain open so that parents can start to filter through and head towards the designated waiting area.
- If you have not given permission for your **Y5 or Y6 child** to leave the premises alone, **please meet your child at the designated waiting area.**

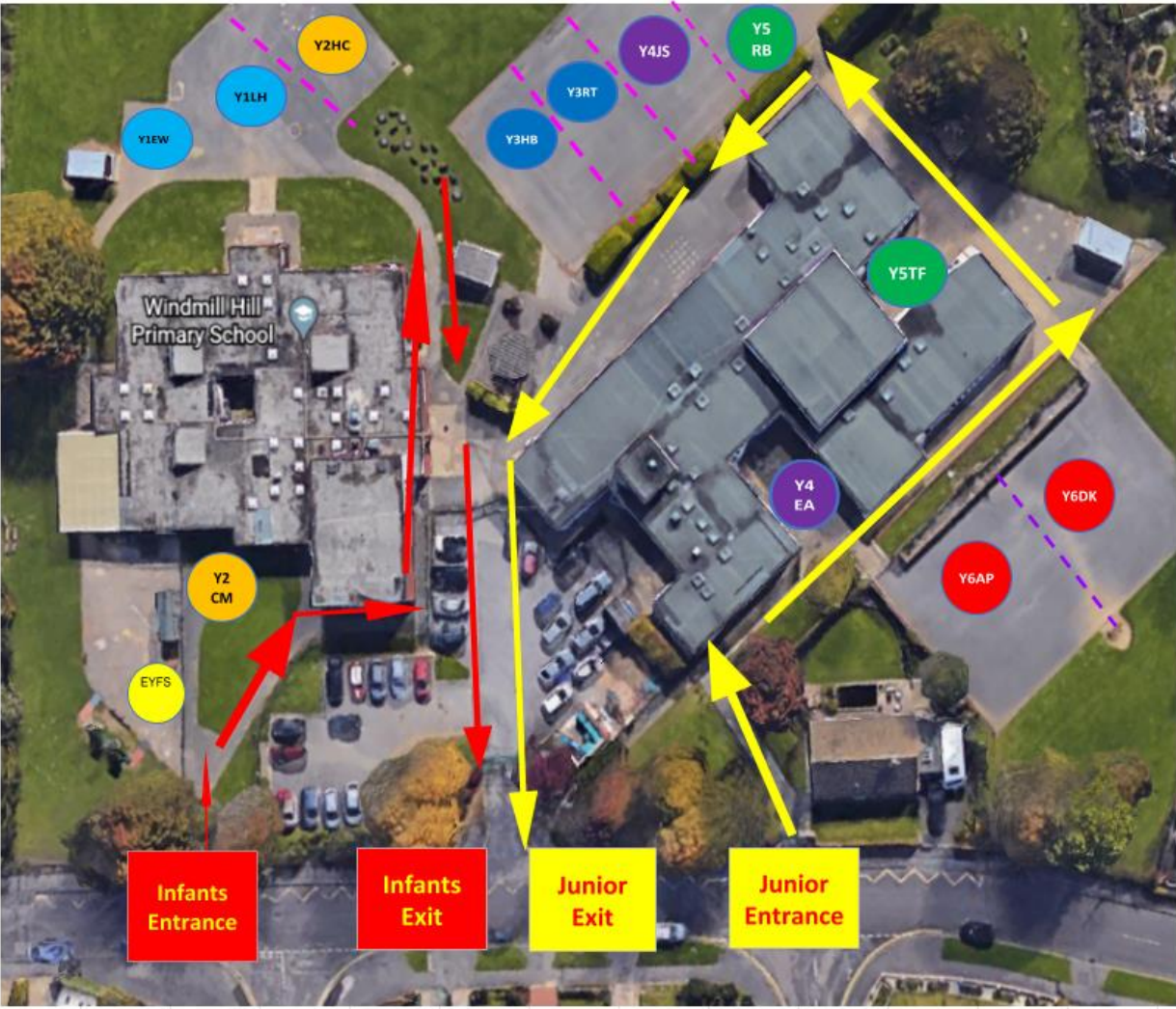
What stays the same?

- We will still keep the staggered start end times of the day
- Only one adult will be permitted on site with their child/children
- The one way entry and exit system for infant and juniors
- 1 metre+ social distancing on site at all times
- Parents will still need to wait with their child but now at the new waiting area until the teacher comes to meet them.
- Late arrivals – parents will have to ring the school office for admittance to the premises. They will be taken by a member of office staff to their bubble, whilst maintaining social distancing from the member of staff.
- If Y6 or Y5 are leaving alone, they will be directed to join the one way system by their teacher where they will follow it round & off the premises. Please notify us if you are happy for your child to leave the premises, either to walk home themselves or to meet you outside. If you have not given permission for your Y5 or Y6 child to leave the premises alone, please meet your child at the designated waiting area.
- Any parents wishing to speak to a member of staff must do so by appointment only due to track and trace procedures. If you wish to speak to your class teacher, please contact them first on ClassDojo so that a meeting can be arranged.

In order to reduce the number of people on site at any one time, can we ask that you stick as close to the indicated times as possible before entering the school grounds. The smooth running of the system will require this.

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|---|---|
| <u>INFANT DROP OFF</u> <ul style="list-style-type: none">• 8.35am – Y2 children arrive• 8:40am – Y1 children arrive• 8:45am – EYFS children arrive | <u>JUNIOR DROP OFF</u> <ul style="list-style-type: none">• 8:35am – Y6 children arrive• 8:40am - Y4 children arrive• 8:45am - Y5 children arrive• 8:50am - Y3 children arrive |
| <u>INFANT COLLECTION</u> <ul style="list-style-type: none">• 2.55pm – Y2 children leave• 3:00pm – Y1 children leave• 3:05pm – EYFS children leave | <u>JUNIOR COLLECTION</u> <ul style="list-style-type: none">• 2:55pm – Y6 children leave• 3:00pm - Y4 children leave• 3:05pm - Y5 children leave• 3:10pm - Y3 children leave |

Appendix 1: Map of one way system, including new designated drop off and collection areas



- EYFS Drop Off 8.45am
Collect 3.05pm
 - Y1 Drop Off 8.40am
Collect 3.00pm
 - Y2 Drop Off 8.35am
Collect 2.55pm
 - Y3 Drop Off 8.50am
Collect 3.10pm
 - Y4 Drop Off 8.40am
Collect 3.00pm
 - Y5 Drop Off 8.45am
Collect 3.05pm
 - Y6 Drop Off 8.35am
Collect 2.55pm
- Appendix 1
Site Plan

Take care and stay safe.

Mr. Simon Plant

Head of School



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