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Headteacher

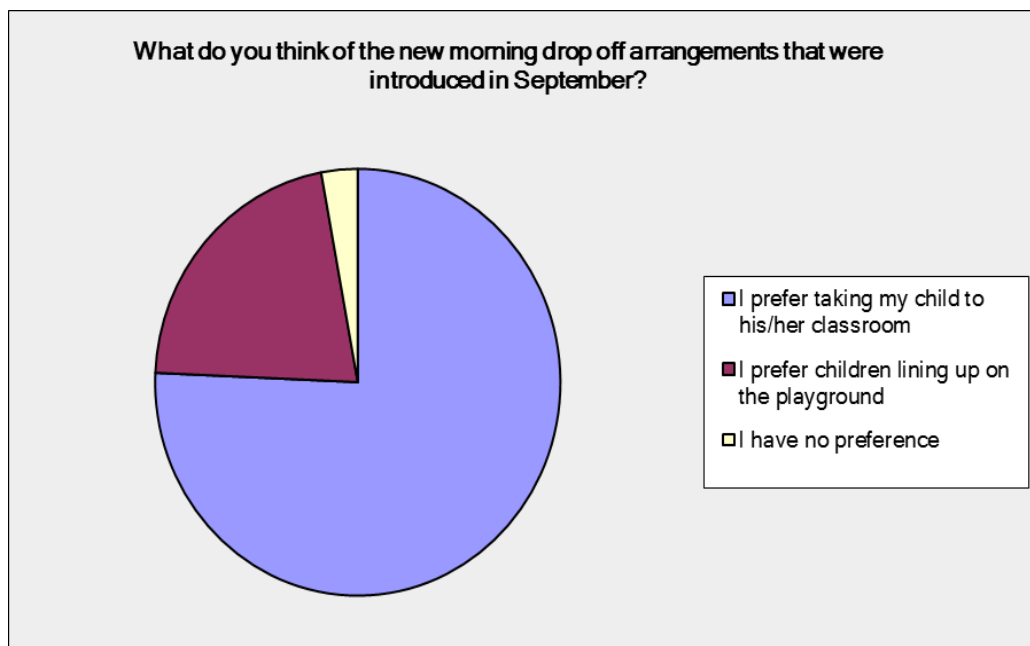
Mrs Victoria Abbott, BEd Hons, NPQH

10th March 2017

Dear Parents

Thank you to all parents who participated in our survey last term about the new drop off arrangements in the morning.

The results showed overwhelming support for the new drop off arrangements as shown in the chart below:



In fact, 75.7% of respondents supported the new arrangements and as such we have decided to continue with the arrangements to bring children straight into the classroom from 8:50am onwards.

Our survey did highlight some concerns however. The most often cited concern was that of congestion and overcrowding, particularly near the Year 1 toilets and the entrance to Squirrels classroom. Another prominent concern was the fact that some parents had to take sleeping babies out of their prams which was waking them up unnecessarily. With these comments in mind, we have made some alterations to the arrangements which are detailed below. These new rules will come into effect on **Monday 13th March.**



One-Way System

To avoid congestion and overcrowding in certain areas of the school, we will now operate a one-way system. All parents and carers of Year 1 and Year 2 children should enter the school from the playground, by the Year 1 toilets, and leave via the main entrance by the school office. There will be **NO ENTRY** to the school via the main doors, and **NO EXIT** from the Year 1 toilets.

Waiting Areas

On occasions when children arrive before the teacher has opened the classrooms, parents are asked to wait in the following areas to avoid congestion:

- Squirrels – Please wait in the Library and/or outside the resources cupboard (ie to the left of the classroom door as you look at it).
- Foxes – Please wait in the hall, away from the classroom door.
- Hedgehogs – Please wait in the hall, away from the classroom door.
- Otters – Please wait in the ICT Suite.

Babies in Prams

Parents with sleeping babies in prams will be allowed to bring the prams into the hall. Please bring them straight into the hall before dropping your child off to avoid congestion around the classroom doors. Please note that this only applies to young babies – parents with older children in buggies should continue to leave them outside.

Safeguarding

Please ensure you wait with your child until that have been handed over to the class teacher, and keep any younger siblings with you at all times. Children should not leave the classroom once you have dropped them off. Once you have dropped off your child, please vacate the school as soon as possible. We appreciate that it is nice and often necessary to have a chat with other parents, but could we kindly ask that this happens once you have left the school building.

Finally, please ensure that you NEVER open any gates or doors in the school that have been locked. This is for the safety and security of all our children. This applies at both morning drop off and afternoon pick up as we often have after school clubs in school, both school run ones and private lets.

Thank you in advance for your cooperation with this, and we hope that these new arrangements will ease the dropping off arrangements for all concerned.

Yours sincerely

Victoria Abbott
Headteacher