

Headteacher  
Mr J Muhammad LLB (Hons), PGCE

Executive Headteachers  
Ms H Foxworthy  
Ms A Thompson



**Gipsy Hill  
Federation**

Thursday 2<sup>nd</sup> September 2021

Dear Parent/Carers,

**Re: Years 1-6 Parent drop off and collection information- September 2021**

We hope that you have had a lovely and restful summer break. We are really looking forward to welcoming your children back into Paxton Primary School from **Monday 6<sup>th</sup> September.**

As a school, it is essential that we continue to mitigate the risk of transmission and minimise any potential outbreaks. We remain committed to ensuring that all members of our school community are able to engage in school as safely as possible. We will ensure that we do everything in our control to minimise any disruption to education. For this reason, we will continue to implement our system of controls as took place last academic year, at least until October half-term. This will be kept under careful review. In light of this our systems for drop off and collection of your children will operate in the same way as they did last academic year.

When you arrive at your allocated gate, please follow the clearly marked one-way system around the playground to drop off/pick up your child (see attached diagrams). We would ask that **only one parent** drops your child off in order to ensure that we have minimal numbers of adults onsite.

We will have staggered start and end times to the school day: **please ensure that you arrive promptly and only at your allocated times.** Please support our efforts to ensure a safe, smooth and efficient drop off and collection, by arriving through the main school gate, saying good bye to your child as you approach the drop off point, then following the one-way system to depart promptly via the top gate.

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The timings for each year group from years 1 to 6 are below:

<u>Year Group</u>	<u>Start time</u>	<u>End time</u>	<u>Gate</u>
Year 4	8:55 AM	3:25 PM	EYFS
Nursery Swallow (full-time)	9:00 AM	3:30 PM	EYFS
Nursery Puffin (part-time)	9:00 AM	12:00 PM	EYFS
Reception (from 16.9.21)	9:05 AM	3:35 PM	EYFS
<u>Year Group</u>	<u>Start time</u>	<u>End time</u>	<u>Gate</u>
Year 3	8:55 AM	3:25 PM	Main Gate
Year 2	9:00 AM	3:30 PM	Main Gate
Year 1	9:05 AM	3:35 PM	Main Gate
<u>Year Group</u>	<u>Start time</u>	<u>End time</u>	<u>Gate</u>
Year 6	8:55 AM	3:25 PM	Top Gate
Year 5	9:00 AM	3:30 PM	Top Gate

Please also be aware of the following:

- If siblings are in multiple classes **the earliest drop off and latest collection times** need to be observed. This will help to avoid parents doing multiple drop offs to different classes at different times. All classes will be open from 8.55 am to 3.30pm to facilitate this. If you are dropping a sibling early, please drop them to the 'late zone' indicated on the diagrams attached. You can collect siblings from their class's usual collection area at the end of the school day.
- All communication with school adults must be channelled through the school office via email or telephone. **There will currently be no access to the school office for parents and carers.**
- We will be expecting all children to be in full school uniform, and to bring their P.E. kits to school.

Thank you so much for supporting us by following staff directions regarding drop offs, collections and movement around our school site. These are crucial in keeping our school community safe and well.

We very much look forward to seeing you and your children again next week.

Regards,

Paxton Senior Leadership Team