

Headteacher
Mr J Muhammad LLB (Hons), PGCE

Executive Headteachers
Ms H Foxworthy
Ms A Thompson



**Gipsy Hill
Federation**

26 November 2021

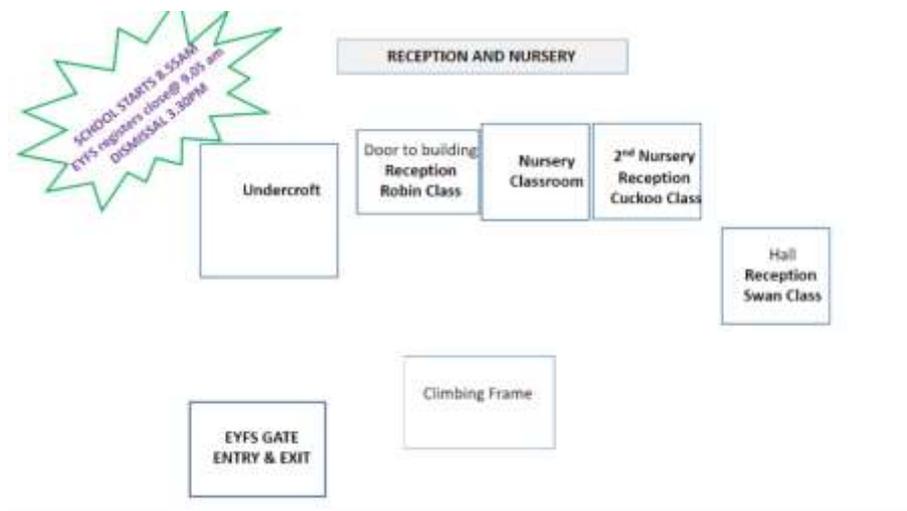
Dear Parents and Carers,

Updates to drop off and collection arrangements

We are delighted that we are able to relax our Covid 19 Risk Assessment to return to our traditional start and end of day arrangements. This will take place from **Monday 29th November**. From Monday, both the main and top gates will be in use as entrances and exits for families in Years 1-6, with no requirement for a one-way system or staggered timings.

EYFS

The gate will be opened at 8:50am and pupils will be welcomed into school at **8.55am**. In order to support parents who also need to drop off children in older year groups, the EYFS registers will remain open until **9:05am**. Parents are welcome to wait in the playground. Please drop your child in the EYFS playground with their class adults, as there will no be access to drop EYFS children in the top playground. In order to better safeguard our youngest children in a busy playground, we will adopt the following system for drop offs at 8.55am:



For collection, the gate will be opened at 3:25pm. Parents are welcome to wait in the playground. All children will be dismissed to the adult collecting them from the same door into which they are welcomed in the mornings at **3.30pm**. This is to ensure that the children are safeguarded within the school building until they are dismissed to an adult.

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EYFS End of day registers

To ensure a safe handover from school adults to parents and carers, Nursery and Reception staff will be registering the children as they are being dismissed. This is so that we are confident that we have safely dismissed children to their parents/carers or whoever has been authorised to collect a child. This may mean that dismissal at the end of the day may take a little longer but these new routines will enable us to keep all our children safe.

We would also request that if you need to speak to a member of staff at the end of the school day to be aware that this will need to happen after all the children have been safely handed over to their parents/carers. Thank you!

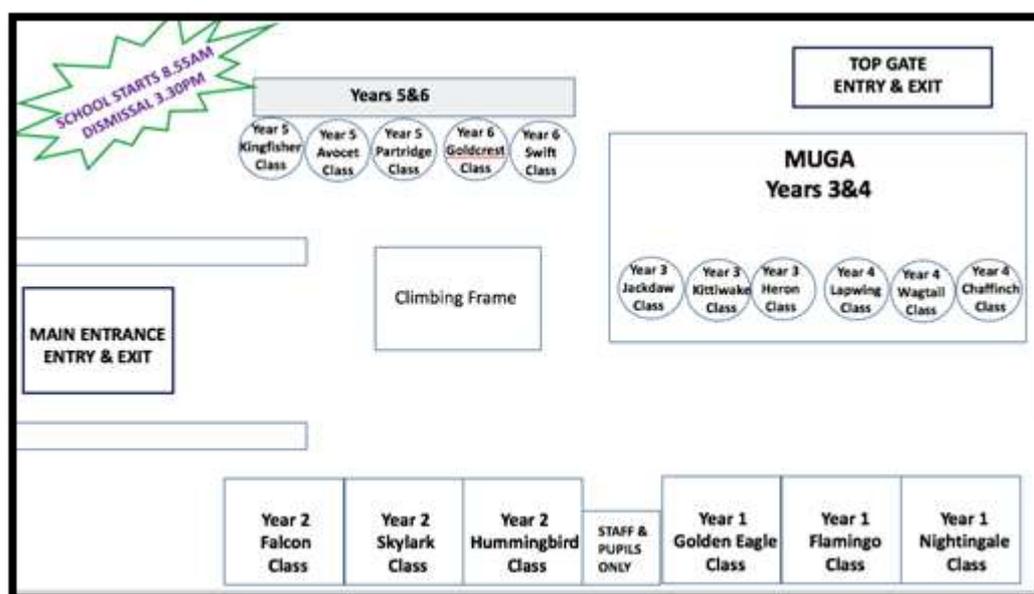
Years 1 and 2

The main playground gates (both Woodland Road and Woodland Hill) will be opened at 8:50am. Parents are welcome to wait in the playground. The children will be welcomed directly into their classrooms at **8.55am. Registers close at 9am.**

The main playground gates (both Woodland Road and Woodland Hill) will be opened at 3:25pm. The children will be dismissed from their classrooms at **3:30pm.**

Years 3-6

The main playground gates (both Woodland Road and Woodland Hill) will be opened at 8:50am. Parents are welcome to wait in the playground. At **8.55am** the teachers will collect their classes. **Registers close at 9am.** Please see the map below for where to drop/collect your child:



The main playground gates (both Woodland Road and Woodland Hill) will be opened at 3:25pm. At **3:30pm** the children will be brought back to the same point in the playground to be dismissed. In order to safeguard our pupils, it is essential that all children remain with their teacher until they have reached that point and said goodbye to the adult dismissing them rather than rushing off to their parent/carer as soon as they see them.

Please note that the climbing frame will not be in use at the start or end of the school day.

This is a most welcome step in our return to normality following the pandemic and we hope it will assist both with communication with the school, as well as start and end of day logistics for our families.

Kind regards,

Ms Gee and Mrs Rogers
Deputy Headteachers