Dear Year 2 Parent/Carer,

Please find below, specific information regarding the drop off and pick up arrangements for your child.

In line with Government guidance, staff are required to socially distance 2 metres from other adults and children wherever possible. Therefore, please do not approach teaching staff directly before or after school; please use class dojo, call or email the school office instead. Alternatively, there will be allocated staff available on each gate to take note of any queries’/messages for the class teacher. Staff will be wearing high visibility clothing and we ask that you respect social distancing protocol when engaging with staff. We strongly suggest you wear a face covering in order to protect yourself and others around you.

**Drop-off:**

Please arrive at **Gate 2 at 8.45 am**. Markings on the pavement will assist you with social distancing while waiting to drop off your child. You will be able to accompany your child onto the KS1 playground where a member of staff will be waiting to take your child into school. Once your child has gone into school, please leave the playground promptly via the **‘EXIT’ gates**. Gates will be clearly marked.

**Pick-up:**

Please arrive at **Gate 2 at 3.10 pm** to collect your child. You will again be able to enter the KS1 playground to collect your child and then promptly exit via the **‘EXIT’ gates.** Please do not stay on the playground and please keep clear of the EXIT gates at all times to allow us to safely dismiss all children on time.

Thank you in advance for your understanding and assistance.

Kind regards,

Miss L. Moreton

**KS1 Playground**

**KS1 Building**

Headteacher

**Neilson Road**

**2**

**EXIT**