Dear Year 5 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 call or class Dojo, 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 3 at 8.50 am**. Markings on the pavement will assist you with socially distancing while waiting to drop off your child. Although KS2 parents will be unable to access the yard for the foreseeable future, there will be a year group teacher at the gate waiting to welcome your child.

Once your child has been handed over, we would appreciate you moving away as quickly as possible to enable other parents to safely access the gate.

**Pick-up:**

Please arrive at **the ‘EXIT’ gates at 3.15 pm** to collect your child. Your child’s class teacher will send your child over to gates upon your arrival. Please keep clear of the EXIT gates at all times to allow us to safely dismiss all children on time.

**KS1 Building**

**KS1 Playground**

*Neilson Rd (Tramway Rd end)*

**Year 5 Pupil drop-off**

**2**

*Neilson Rd (St. Michael’s Rd end)*

**Year 5 Pupil pick-up**

**Ramp & KS2 Building**

**3**

**EXIT**

Thank you in advance for your understanding and assistance.

Kind regards,

Miss L. Moreton - Headteacher