



Headteacher: Mr D. Stitcher BA (Hons), PGCE (Dist.), NPQH  
 Deputy Headteacher: Ms V. Moore BEd (Hons), NPQH  
 Thursday 4<sup>th</sup> March 2021

Dear Parent/carers

### Entry & Exit arrangements KS1 and KS2 children

Following a senior leadership team meeting to review the procedures we have in place and have decided to make some changes to entry and exit times. We hope that this will make the drop-off and collection of children both safer and easier.

Class	Drop off and entry point	Time	Pick up and exit point	Time
<b>Early Years</b>	IN through EYC carpark then keep left of the building into Nursery- Enter through separate doors. OUT via ginnel gate.	8:25am – 8:40am	IN through EYC carpark then left into Nursery- Collect children at separate doors. OUT via ginnel gate.	11:25am - 11:30am
<b>RK</b>	IN through RK door via outside gate on Oozebooth Terrace.	8:30am – 8:40am	OUT via 1J outside gate on Oozebooth Terrace.	2:55pm – 3:00pm
<b>RM</b>	IN through RM door via outside gate on Northfield Road. Parents are not to go past the playground shutter. Please queue around the trim trail.	8:30am – 8:40am	OUT through RM door via outside gate on Northfield Road. Parents are not to go past the playground shutter.	2:55pm – 3:00pm
<b>1F</b>	IN KS1 Hall door via KS1 playground. OUT KS1 car park.	8:30am – 8:40am	IN KS1 Hall door via KS1 playground. OUT KS1 car park.	2:55pm – 3:00pm
<b>1J</b>	IN via RK gate, TA collects pupils from parents at the gate.	8:30am – 8:40am	OUT via 1J gate	2:55pm – 3:00pm
<b>2D</b>	IN through KS1 back door via KS1 playground gate. OUT KS1 car park.	8:30am – 8:40am	IN through KS1 back door via KS1 playground gate. OUT KS1 car park.	2:55pm – 3:00pm
<b>2K</b>	IN through 2K external door via KS1 playground gate. OUT KS1 car park.	8:30am – 8:40am	IN through 2K external door via KS1 playground gate. OUT KS1 car park.	2:55pm – 3:00pm
<b>3A</b>	IN through top KS2 gate on Oozebooth Terrace to 3A external door.	from 8:30am – 8:45am	IN through top KS2 gate on Oozebooth Terrace to top playground and exit via KS2 staff car park.	<b>Gate to open at 3:00pm</b> for collection between 3:00pm – 3:10pm
<b>3H</b>	IN through top KS2 gate on Oozebooth Terrace to 3H external door.	from 8:30am – 8:45am	IN through top KS2 gate on Oozebooth Terrace to top playground and exit via KS2 staff car park.	<b>Gate to open at 3:00pm</b> for collection between 3:00pm – 3:10pm
<b>4B</b>	IN through top KS2 gate on Oozebooth Terrace to KS2 back door.	from 8:30am – 8:45am	IN through top KS2 gate on Oozebooth Terrace to top playground and exit via KS2 staff car park.	<b>Gate to open at 3:00pm</b> for collection between 3:00pm – 3:10pm
<b>4N</b>	IN through top KS2 gate on Oozebooth Terrace to 4N external door.	from 8:30am – 8:45am	IN through top KS2 gate on Oozebooth Terrace to top playground and exit via KS2 staff car park.	<b>Gate to open at 3:00pm</b> for collection between 3:00pm – 3:10pm
<b>Y5</b>	IN through top KS2 gate on Oozebooth Terrace to KS2 back door.	from 8:30am – 8:45am	IN through top KS2 gate on Oozebooth Terrace to top playground and exit via KS2 staff car park.	<b>Gate to open at 3:00pm</b> for collection between 3:00pm – 3:10pm
<b>Y6</b>	IN through top KS2 gate on Oozebooth Terrace to KS2 back door.	from 8:30am – 8:45am	IN through top KS2 gate on Oozebooth Terrace to top playground and exit via KS2 staff car park.	<b>Gate to open at 3:00pm</b> for collection between 3:00pm – 3:10pm

We appreciate that the current Covid-19 restrictions do cause inconvenience and difficulties for all of us but please be assured that we are trying our very best to minimise the impact and provide the best environment for your child.

Yours sincerely

Mr D Stitcher  
 Headteacher