



Wednesday 15th July 2020

Dear Parents/Carers,

School Closure Times – Staggered times and Friday closure

From September 2020, there will be a change to the start and end times of the school day and this letter is to inform you of these changes.

Following our risk assessment, and in conversations with the School Governing Board, we have made changes to the start and end time of the school day (**Monday – Thursday**) for a number of health and safety reasons. We must make everyone’s safety a top priority:

- We need to avoid large gatherings of people in one area at any one time. By having different year groups come onto and leave site at staggered times will help reduce this.
- We need to keep movement in the corridors to a minimum. By having different year groups come onto and leave site at staggered times will mean that there are less people in the corridors at once.
- We need to ensure that different groups of children do not mix with lots of other year groups in school. By having different year groups come onto and leave site at staggered times, we can also stagger playtimes and lunchtimes, which means that lots of year groups will not be mixing, and the number of children on the playground and in the dinner hall at once is less.
- Even with the staggered start and end times, the children are still getting the maximum time in the classroom, learning from their teacher.

The timings/arrangements for **Monday – Thursday** are as follows:

Year group	Arrive Time	Drop-off Point		Hometime	Collection Point	
R, 1, 2	8.50	R	Reception gates	3.15	R	Reception gates
		1	Back of school entrance		1	Back of school (Y1 classroom steps)
		2	Back of school (Y2 classroom ramps)		2	Back of school (Y2 classroom ramps)
3 & 4	8.55	Back of school entrance		3.25	Back of school entrance	
5 & 6	9.00	Side entrance near bike shed		3.30	5	Back of school – hall
					6	Side entrance near bike shed

We ask all parents to keep to these timings so that we can manage the site and also ensure that you collect your child on time. Thank you.



Friday early closure

Every week, children used to go to enrichment clubs from 1pm in school, which allowed for teachers to have approximately 2.5 hours non-contact (PPA) time, which is their entitlement. The teaching assistants along with other external providers came into school to carry out enrichment clubs. Myself, Mr. Douglas and other leaders were involved in carrying out weekly award assemblies.

With the new measures in place, this would have implications as children are not to mix with one another outside of their 'bubble.' Assemblies and large gatherings are not to take place nor is mixing of groups.

With teachers still needing their non-contact time, we do not have enough support staff to be able to supervise the children from 1pm to 2pm. The solution, as a way forward, is to close at 1pm, which would allow for the teachers to have their PPA.

The timings for the school day on a **Friday** are as follows (drop-off/collection points remain the same as Monday – Thursday):

Year group	Arrive time	Hometime
Rec, Y1, Y2	08:50	12:50
Y3 & 4	08:55	12:55
Y5 & 6	09:00	1:00

What about childcare provision?

Unfortunately, we are not able to look after any pupils on site after 1pm. However, I have already spoken to Nicky Clement from 'High Achievers' before and after school provider, who is happy to operate the provision on-site from 1pm, should you need. High Achievers, our preferred before and after school provider, will operate on-site from 1pm on a Friday should you wish to take up their services for after school childcare.

If you wish to chose your own child care provider, please let us know in advance.

I hope that you have found this information regarding the timings of the school day clear.

Kind regards,

Mr. E. Gaibee
Headteacher

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