



Ref: DropOffPickUp/CTY/hll

3<sup>rd</sup> September 2020

Dear Parents and Carers,

It was lovely to see all the students return today after such a long period of absence and I hope we can get back into the routine very quickly. I hope they enjoyed their day.

I would like to address some concerns that have been raised by some parents and carers regarding 'drop off' this morning and how we will move forward. I understand it was very busy, which is why we have staggered start times across the Secondary and Primary phases. The rationale for Primary dropping off at 8.40am was so that parents and carers could drop off all Primary children at once rather than wait around to drop another child later; this would in itself have created crowding around the school. There are three separate entrances used within the Primary phase and three within the Secondary phase; ensuring we have enough staff outside to guide and then inside to supervise students is crucial. The side gates from the car park are for staff and early morning drop off students.

The first day of school can be an emotional day for many students and parents. I understand that parents were keen to see the students into school on their first day. Can I please ask that only one parent/carer drops off students in the morning as I had outlined in my full opening letter. It is also imperative that students arrive at their allocated times; many arrived earlier this morning (which shows how eager they are to return), however, please can I encourage everyone to adhere to their time allocations. I am confident that now all the students know where they are going, this will make it run smoother.

Moving forward we will operate a 'one way' system for Primary 'drop off', where parents/carers will follow the path through the plaza we have created and allow the children to be handed on to the waiting staff. If parents and carers would like to speak to an adult they can wait in the middle of the one way system so they do not block the route. We hope that creating this system will alleviate any further issues, however, it is still important to arrive at the allocated times and follow the system we have in place. When picking up, parents and carers will be allowed on the plaza but must remain behind the barrier for Nursery to Year 3 and for Year 4 to 6 please wait on the flagged area of the plaza by the side gate; these measures allow for the staff to see parents and carers easier and safely hand over their children.

The safety of our community is of paramount importance to us, and I know it is to you. Please continue to work with us and read all the guidance and letters we send out; these contain all the necessary information required.

Yours sincerely

Mr Critchley  
Principal

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