

11th September 2020

Dear Parents / Carers,

Thank you for your co-operation and patience during a very different start to the school year. We are very impressed with the way the children have returned to school and have adapted to their new routines. Now that the vast majority of the school have returned, we need to make a few alterations in order to continue to have a smooth start and end to the school day.

Please find below the revised timings for year groups:

Year Group	Starting Time	Finishing Time
Nursery	8:30am (morning group) 12:15pm (afternoon group)	11:30am (morning group) 3.15pm (afternoon group)
Reception	9:00am	2.45pm
Year 1	9:15am	3.30pm
Year 2	9:15am	3.30pm
Year 3	8:45am	3:15pm
Year 4	8:45am	3:15pm
Year 5	8:30am	3.00pm
Year 6	8:30am	3.00pm

*Please note **Reception** children start **full-time** from Monday 14th September

Please ensure that your children arrive in school at their correct allocated time. If they are more than **10 minutes** late they will get a **late mark**.

We continue to make great efforts to make sure the school is as safe as possible and are following up to date government guidance. You can find this guidance at www.gov.uk/coronavirus

We ask you to continue to help keep everyone in our school and community safe by:

- **Following the one- way system** in and out of school which is clearly signposted
- **Dropping off and collecting the children on time**

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- **Dropping children from the same family at the earliest time (the first child starts) and collecting them at the latest time (the last finishes)**
- Limit **one adult** to drop off and collect the children
- When waiting for children to come out of school, **please observe social distancing.** Each year group has been given a separate entrance/exit in order for parents to have space to stand safely. When classes come out onto the playground, it is important to maintain a social distance and wait for your child to come to you.

If you need to speak to a member of staff please call the school to arrange a convenient time for a telephone call. At this time, we need to limit face to face contact as much as possible.

Many thanks for your continuing support and understanding

Stay safe

Yours

Davinder Jandu

Principal