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Dear Parents and Carers,

Over the last academic year, due to government guidance and restrictions on parents being on the school site, we have had to operate with staggered drop off arrangements at school. Several parents have commented that they have preferred the facility to drop their children off at the main entrance and for their child to go straight to their classroom at the start of the day, so that parents can also start their day more promptly. Parents have asked if this is something that school will be continuing with.

Of course, the current restrictions have meant that parents have not been able to come on to the school site. It is our hope that in the new Autumn term, this restriction will be lifted so that parents who need to communicate with staff or pass on a message at the school office, will be able to come on to the school site.

We are considering therefore, altering our morning arrangements for a 'rolling drop off' whereby parents may drop off their children at the main entrance gate from between 8.30am and 8.50am (Before School Club will continue to accept children from 7.45am in the school hall). This recent arrangement has helped to create a much calmer start to the day for the children and in addition to this, it has eased parking around school during morning drop off.

The alternative option would be to revert to previous arrangements: Parents bring children on to the school playground and wait with them from 8.30am to 8.40am. At 8.40am, the school bell is rung to signal for children to line up in their forms. Form teachers will escort the children into school to start the school day at 8.50am.

Before making any decisions on this, we felt it important to consult with parents and gather feedback on morning drop off arrangements. It is important to note that the end of day arrangements would naturally revert to pre-COVID-19 procedures, whereby parents would congregate outside their child's exit area on the school site and opportunities for parents and teachers to communicate and hand over any information at the end of the day would be available. In circumstances where longer communication may be required, an appointment would be made, as per previous arrangements.

We would be very grateful for your feedback and to know your preferred arrangement for morning drop off by completing this short online survey [here](#) by Monday 12<sup>th</sup> July. We will update parents with all drop off and collection arrangements prior to 2<sup>nd</sup> September, and as soon as we have received further guidance regarding any further COVID-19 measures for schools.

Yours sincerely

Mrs J Callaway  
Headteacher

