 St. Chad’s C.E. (VC) Primary School

St. Michael Road, Lichfield, Staffordshire WS13 6SN  
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Achieve Through Belief

Friday 25th September 2020

***RE: St Chad’s drop off & pick-up procedure review***

Dear Parents & Carers,

Firstly we want to thank you again for your grace and patience with us as we adjust to finding our ‘new normal’ here at St Chad’s. School is a strange place to be compared to our normal start to an academic year but it is fantastic to have our children back into an educational routine. Please do remember that if you need to speak to your child’s teacher directly just call the office to alert us and your child’s class teacher will call you within 48hrs. We want to maintain our relationship and partnership with you in these difficult times.

We have had a few weeks to observe what is happening in and around drop offs and pick-ups at school. Having spent the last week speaking to other professionals in local schools and in light of the current situation within our country, we have decided to make a few changes. We are heading towards the worst parts of the year in regards to health. My number one priority is to keep St Chad’s open to as many children as possible. In light of this we propose the following changes below:

1. Social distancing is key to keeping ourselves safe and at times is tricky on our site so **we kindly request that all parents/carers wear face coverings when they pick up and collect their children while on our site.** Staff will be wearing masks too.
2. Please stay within the red lines – **ONE FAMILY GROUP PER SECTION** (maintaining social distancing). Please keep your own children with you and not let them mix with others.
3. **Only ONE parent/carer per family to drop off and collect** – this reduces the amount of people on site and reduces bottle necks in certain places. We are seeing more than two parents/carers in some instances.
4. **Please do not wait at the top of school for older siblings at pick-up times**. You must go back down the drive way and re-queue. This is to stop congestion and people passing closely together. Thank you to all of the families who do this brilliantly!
5. **There will be a separate pathway at the top near collection points to allow Nursery & Reception parents through as they collect at different gates**. Please be mindful of this and let them pass.
6. **Please try to avoid speaking to your child’s class teacher at the fence (on the left)**. In a situation where messages need to be passed please go to the cordoned area to the right of the main gate (by the tree) and let Mrs Smith, Mrs Johnson or Miss Pavey know you need to share something. You can still leave messages with the gate staff, call or email the office.
7. **We understand that you may want to chat to friends but PLEASE do this off the site premises**. If this occurs at school you will be politely asked to move away. This is to ensure that everyone remains safe and bubbles of children are kept apart. Please work with us. We are doing our best to maintain this in school. The consequences of bubble mixing at home time will be that if a positive case is confirmed in one bubble and we know that children are mixing from other bubbles at the school gate then we will have no other option but to close more bubbles where we know contact has been made. This is not what we believe in as a school but we want every child and staff member at school safe and healthy for as long as possible.
8. Please see adjusted times below to help maintain the flow of traffic. Please stick to the times. We have reduced the space between collections to try and speed things up and stop the need for parents to wait for half an hour in some cases. We will keep children until you can collect them, please don’t stress about trying to be in two places at once. We understand the difficulties. **PLEASE USE THE NEW TIMES FROM MONDAY 28th SEPTEMBER**.

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| **Year Group** | **Drop Off/Collection Point** | **Start Time** | **Finish Time** |
| Nursery | Through silver side gate – AM/midday  Through side blue gate on main playground - PM | 8.45am | 3.00pm |
| Reception | Through coloured gate at the top of the car park | 8.50am | 3.00pm |
| Year One | Main blue gate | 8.55am | 3.05pm |
| Year Two | Main blue gate | 8.45am | 3.05pm |
| Year Three | Main blue gate | 8.50am | 3.10pm |
| Year Four | Main blue gate | 9.00am | 3.10pm |
| Year Five | Main blue gate | 8.55am | 3.15pm |
| Year Six | Main blue gate | 8.45am | 3.15pm |

***Please note that all of these plans could change due to the developments of government guidance, observations/reflections on effectiveness by St Chad’s Primary and the infection control rates.***

Thank you so much again for your grace and patience at this challenging time.

Yours sincerely,

JM Smith

Mrs JM Smith

Head Teacher