



# Howard Primary School

02-09-2020

Dear Parents and Carers,

## **Re: Drop-off and collection for siblings**

Thank you for your patience while we have been working on how to best arrange for the drop-off and collection procedures for those of you who have more than one child in school. The Government Guidance has placed a requirement on us to try to avoid the mixing of any groups or “bubbles” as much as possible. For this reason, the issue of siblings having different start and finish times has been a complex one to resolve. We have however now found a possible solution which will be as follows:

### **Drop-Off Year 1 to Year 6:**

Please bring your children to school at whatever the **earliest** entry time is for your children. For example, if you have a child in year 1 and in year 3, you should bring both your children in at 8.45am. The child with the earlier entry time will be taken in by their class teacher. The child with the later entry time will be shown into the **main school hall** and will wait in their year group bubble until it is time for their class to be taken in. Children in the hall will be socially distanced and will only sit with other children in their year group.

### **Collection Year 1 to Year 6:**

Please come to collect your children from school at whatever the **latest** exit time is for your children. For example, if you have a child in year 1 and in year 3, you should come to school at 3.30pm. The child with the earlier exit time will be taken into the **main school hall** and will be seated in their year group bubble until they are collected by you. Children in the hall will be socially distanced and will only sit with other children in their year group.

### **Reception Children:**

These arrangements will apply if you have children in Reception **only from the week beginning 21<sup>st</sup> September 2020**. If you have a child in reception as well as another year group the procedure will be as follows:

### **Drop-off:**

In the morning, please drop off any child from Year 1 to Year 6 with the **earliest start time first** (please see above for Year 1 to Year 6 procedures), followed immediately by dropping off your Reception child (you will not have to wait until 9.30).



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## **Collection:**

In the afternoon, please arrive to pick your other child or children at their pick-up times first, then pick up your Reception child immediately thereafter.

We understand that our youngest pupils may find it difficult to be separated from their parents or looked after by other adults first thing in the morning. Please be assured that if your child is distressed in any way at drop-off time you are welcome to walk your child up towards reception and drop them off at the earlier time. Please follow the markings for the route to the classroom.

## **Sherwood:**

If your child is attending Sherwood breakfast or after-school club, please be assured that plans are in place for a smooth handover. For those families who have younger children attending nursery at Sherwood it will be possible to walk up via the side entrance but the gate will be closed between 9.40am and 3.20pm. Between these times, entry to Sherwood will only be possible via the Nottingham Road entrance. **The Nottingham Road entrance should not be used for entry into Howard Primary School.**

We hope that this will help those of you with children in different year groups at Howard. There will be staff available outside tomorrow to answer any queries you have. If you have any questions in the meantime, please feel free to email [howardprimaryslt@gmail.com](mailto:howardprimaryslt@gmail.com). **Please also ensure that your child is suitably dressed for all weather conditions especially in case of rain.**

Yours Sincerely,

Governors and Senior Leadership Team

**Howard Primary School**



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