



Howard Primary School

03-09-2020

Dear Parents and Carers,

Re: Revised drop-off and collection procedures

Thank you for your patience this morning during the first staggered drop-off at Howard Primary. As we had anticipated, there are some teething issues that will require us to adapt and make changes. This new system of coming into school is a learning curve for all of us, but if we all work together we are sure that we can make the process as smooth as possible.

We acknowledge that this morning did not go as smoothly as we had planned, especially around the main entrance. We have evaluated the situation and have already identified the key issues that caused delays and the subsequent congestion to occur. Our role is to try to ensure, with your co-operation, that the drop-off to school complies with the legal requirements set out by the Government and allows for social distancing between adults. We are confident that tomorrow's entry into school will be significantly faster and therefore easier to create an area where social distancing is possible. There are several measures that we will be taking to achieve this but we will also require your understanding and co-operation in order to clear the area quickly. **In particular, we would kindly request that you do not drive into Dering Place. Wherever possible we would advise you to walk to school with your child or park in nearby roads and walk from there.**

The following changes to the procedure will apply from tomorrow:

1. **The hand washing stations at the main entrance will no longer be used. It became clear quite quickly that this caused delays and we will therefore switch to hand-gel sanitising as the children go into the building. This will eliminate the need for your children to wait for an extended period of time and will allow you to leave Dering Place more quickly.**
2. **Timings are vital to ensure that the road can be cleared quickly for the next group of children to arrive. We cannot stress how important it is that adults do not congregate in groups on Dering Place. This is unsafe and can place you, our staff and our neighbouring residents at risk. For this reason we must ask again that:**
 - a. **You do not arrive earlier or later than your allocated time window.**
 - b. **You leave Dering Place *immediately* after your child is in the care of one of our staff members.**



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- c. When waiting at any time outside school we must insist that you to do so in single file and at a reasonable distance (at least 1 meter) from other adults.
3. Please wear a face covering when dropping off or collecting your child in order to minimise the risk of infection. Children are not required to wear face coverings however can do so if that is your preference.
 4. Please do not attempt to come into the school building or discuss particular issues with staff who are manning the entrances. Any queries you have must be done via telephone after leaving Dering Place. Appointments to come in and speak to a teacher or member of the leadership team can be made if absolutely necessary.
 5. Any queries about uniform purchase must be done via telephone so that an appointment can be made for you to come in. We cannot sell uniform to any parents without an appointment.

We are extremely grateful for your continued understanding and co-operation. These are challenging circumstances that we find ourselves in however we must continue to work together to ensure the best outcomes for our pupils and to protect the health and wellbeing of our school community.

Yours sincerely,

Governors and Senior Leadership Team

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