



Howard Primary School

02-11-2020

Dear Parents and Carers,

Re: Changes to the Year 1 entry and exit procedures

You may have noticed today that our reception classes started earlier than usual and we acknowledge that this caused some increase in congestion at the main gate. We further acknowledge some concerns that parents brought to our attention today about the increased footfall in and out of the school premises, especially at 8.45am and 3.00pm. We want to ensure that we are working as closely with you as we possibly can during these challenging times and we have made some changes that we hope will address your concerns and improve the COVID safety measures at those times of day.

We would like to communicate why timings for reception classes have changed. Reception's original starting time was at 9.30am, ending at 2.45pm. We found that this unfortunately did not leave enough time for our staff and pupils in EYFS to complete all the teaching and learning activities to the high standards that we expect at all times at Howard. Reception is one of the most important years in the education of primary aged children, and it was only right that we offered them this additional time to give them the best start possible to their school lives. We hope that you will understand why this decision was necessary.

From tomorrow morning, the following changes will apply:

- **During drop off in the morning, Year 1 parents will no longer be able to come past the main gates on Dering Place. Instead, your children's teachers will meet them and send them up to their entrance. Please be assured that there will be several other adults available to supervise your children at all times when walking up to their entrance so they will not be left alone at any time.**
- **If you have any urgent questions for the teacher, they will be at the gates from 8.40am. If your query is not urgent however, please email the class teacher on year1@howard.croydon.sch.uk. Teachers will be taking the class into school promptly at 8.45am.**
- **When collecting your children at 3pm each day, you will be allowed to come onto the school premises however this will be limited to 5 parents at a time and parents will be let in on a one out/ one in basis.**



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- You will still see reception parents being allowed to come into the main entrance. We must allow parents of children in reception to walk their children up due to the distance between the main gates and the reception classroom entrances. We appreciate your understanding.

We hope that you will understand the need for these changes to be put in place and we thank you in advance for your co-operation. We will continue to adapt and address issues as they arise and thank you for working with us to make improvements for the benefit of our school community.

Yours sincerely,

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