



*We can and we will*

## **GLEBE PRIMARY SCHOOL**

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9<sup>th</sup> June 2021

Dear Parents/Carers

### **Re: Amended Timings for Drop off and Collection**

Our amended timings started yesterday and, for the most part, they went well. I did notice, however, many families arriving after 9am – our final drop off time is at 9am now so any children arriving after this time will be marked in as late.

Please could I also urge you to share the new timings with any other family members who drop and collect your children to avoid the issue of people arriving at the wrong time?

It is vital that you keep to the timings you have been allocated - not before or after - as it creates unnecessary congestion on the school site. If you are unsure of the time you have been allocated, please see below:

New arrangements for start and end of day procedures from 8<sup>th</sup> June 2021

8.40am	A, B & H	3.10pm	A, B & H
8.45am	I, C, D & P	3.15pm	I, C, D & P
8.50am	S, T, U, V, W & Q	3.20pm	S, T, U, V, W & Q
8.55am	E, M, F, O, R, Y & Z	3.25pm	E, M, F, O, R, Y & Z
9.00am	N, G, J, K & L	3.30pm	N, G, J, K & L

Unless there are exceptional circumstances, only one parent or carer should be dropping off or collecting, again, this is to avoid congestion of additional adults on the school site.

I have had a couple of parents raise concerns regarding the 'funnelling' of adults through the lobby and the issues with social distancing this raises, however, at the time of devising this procedure, our Health and Safety advisors and Site Managers felt it was a safer option than parents crossing paths by using the same entrance and exit.

We have considered reducing the width of the entrance at the pedestrian gate – where myself and Mrs Sheldon stand - (going with a 'keep left' option with parents entering and exiting through the same gate) but it was felt that this would create more issues in terms of congestion as over 500 families use that entrance.

Our current system is intended to create a single file of parents through the lobby so no one is in face to face contact. We can only encourage parents to wear masks and to socially distance. However, I would urge you to use common sense and stand back if you see congestion at the doors. Staff will continue to be on hand to encourage parents to keep moving and not to stop for a chat!

I think it is also worth pointing out that the numbers of adults on the school site should not be any higher than before half term – we have just adjusted the timings, so as long as everyone keeps to the timing they have been allocated (which is based on numbers of families with surnames of starting with each letter), the congestion should not be any different.

We are constantly reviewing our procedures so that we can create the safest possible environment for everyone. I will keep you updated with any changes once they have been agreed.

Thank you all for your continued patience and understanding during this time.

Yours sincerely

*M. Penney*

Mrs Penney  
Head Teacher

