

St Michael's C of E Primary School
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18th September 2020

FROM NEXT WEEK - CHANGES TO DROP-OFF & COLLECTION FOR YEARS 2 & 4

Dear Parents,

Thank you for your cooperation with our dropping off and picking up procedures in the last two weeks. We understand that for some parents this has been challenging. We have listened to some of your concerns and have made a few changes. **These changes will take effect from Monday 21st September.**

YEAR 4 - will now enter and leave from the Penberthy Road gate. The gates will open at 9.00am. When the gates open children will follow the path to the left and walk around to the front junior playground where their teachers will be waiting, they will then line up on the playground adhering to social distancing measures. Parents dropping their child off may enter the Penberthy Road gate and must immediately follow the one way system to the right, exiting immediately via the opposite gate. If the children are arriving at the school gates independently, please ensure that they do not arrive early or late.

At collection, any Year 4 child who has been given permission to leave school, via the Consent Form sent to parents today, will be permitted to exit the school gates at Penberthy Road gate at 3.30pm. Any child who has not received consent will remain on the Junior playground. Parents will then enter via the left hand gate, follow the path around to the left, arriving at the Junior playground gate where they can collect their child and then exit across the car park and via the one way system at Penberthy Road gate.

YEAR 2 – Children will now come in through the Infant gate at 9.00am. Here we are operating a one way system. Enter the gate & drop your child with their Y2 teacher then proceed immediately past the Year 2 classrooms and around to the right, following the path up to the Penberthy Road exit gate. When you arrive to collect your child you will repeat the process. When you enter the site through the infant gate, staff will release your child to join you, you must then immediately make your way up to the Penberthy Road exit gate.

Thank you for your continued cooperation in these unprecedented times.

Yours sincerely



Mr A Hirani
Acting Head of School

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