

St Michael's C of E Primary School
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YEAR 1 - New Drop-off & Collection Arrangements
From Thursday 5th November

Dear Parents/Carers,

We're writing to let you know about some changes we're making to our arrangements for dropping off and picking up pupils at school. We hope these changes will help us keep our pupils, staff and school community as safe as possible during this challenging time. The changes below will be effective from Thursday 5th November.

The following table illustrates the new drop-off and pick-up times and locations. Please check the dropping off, picking up times and location for all year groups as some of these have changed. If you only have one child at St Michael's this is all the information you need regarding drop-off and pick-up procedures.

Year Group	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Drop-Off	8.30am	8.40am	8.50am	8.50am	9.00am	8.40am	8.30am
Location	Infant Gate	New Infant Gate	Infant Gate	Penberthy Road	Penberthy Road	Penberthy Road	Penberthy Road
Immediately leave school site by walking up the path and exiting via Penberthy Road gate as you have previously.							
Pick-Up	3.00pm	3.10pm	3.20pm	3.20pm	3.30pm	3.10pm	3.00pm
	Infant Gate	Infant Gate	Infant Gate	Penberthy Road	Penberthy Road	Penberthy Road	Penberthy Road
Immediately leave school site via the new infant gate. If picking up Junior children, walk up the path to the Penberthy Road gate.							

Please can I remind you that children attending school must:

- Be dropped off and collected within their allocated time slot, by only 1 parent/carer
- Have either pre-booked meals on ParentPay or have a packed lunch provided from home
- Wear school uniform at all times, unless otherwise specified by school
- Sit at the same desk each day, facing forwards
- Use only their own stationery, provided by school
- Bring their own named water bottle
- Regularly wash their hands on entering and leaving the classroom, before and after eating, after coughing or sneezing and at regular points throughout the day
- Operate as a 'bubble' in school with the other children and adults in their group wherever possible
- Only use one room inside the building during the day, including to eat their lunch
- Use only the external classroom door to enter and exit the building

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The following changes include arrangements for siblings and should help parents with more than one child attending St Michael's.

YEAR 1 - Morning Drop-Off - 8.40am

Entry = NEW Infant Gate

Exit = Penberthy Road Gate

- **Year 1 children** to be dropped-off inside the Infant Gate with their teacher. If you have no siblings to drop-off, please exit immediately via the Penberthy Gate.

Parents with siblings in other year groups, please follow the steps below:

- **Year 2 siblings** to be dropped off at Year 2 doors, parents continue on along path up to Penberthy Road Gate.

Junior siblings to walk with parent/carer, up the path leading to Penberthy Road where parent will exit site and children will:

- **Year 3 & 4 siblings** will line up on Junior playground with staff, to be taken to their classrooms.

YEAR 1 – Afternoon Pick-Up - 3.10pm

Entry = Infant Gate

Exit (no siblings/KS1 siblings) = New Infant Gate

Exit (junior siblings) = Penberthy Road Gate

- **Year 1 child** enter via Infant Gate and collect your child from their teacher. If you have no siblings to collect, please exit immediately via the New Infant Gate.

Parents with siblings in more than one year group should follow the steps below:

- **Year 2 siblings** to be picked up from outside their classroom. If you have no Junior siblings to collect, please exit immediately via the New Infant Gate.
- **Year 3 & 4 siblings** - proceed to Penberthy Road gate, Year 3 & 4 siblings can be collected from the Junior car park area where they will be waiting with a member of staff.

It is important to remain vigilant about social distancing both inside and outside of the school. Please observe the yellow lines during both pick-up and drop-off routines. To assist the school in maintaining social distancing measures it is vitally important that, once you have dropped-off or collected all of your children, you please leave via your exit as quickly as possible so the next group can arrive or leave. We ask parents/carers to avoid congregating on or around the school site, particularly in Penberthy Road, and to avoid obstructing entrances or exits.

Face coverings for Parents/Carers

To limit possible exposure, we strongly recommend that face coverings be used by all parents and carers to protect others, and reduce the spread of viruses in the community.

These new arrangements will make for easier and safer drop-off and pick-up routines and will mean less waiting as winter deepens. In addition, as always, please remember to be considerate of our neighbours and their property whilst waiting outside of school.

If you have any questions please do not hesitate to contact: stmichaels.advice@celticcross.education

Yours sincerely

AHirani
Acting Head of School