



ADDMORE FEDERATION  
'Together we add more'

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Executive Headteacher: Mrs Kim Stokes

Friday 12<sup>th</sup> March 2021

### Nursery and Reception Drop-off and Pickup

Dear Nursery and Reception Parents,

As you are aware, we have tried several different ways of dropping off and picking up during the Covid pandemic. Our aim is always to make it as fast and efficient for you all as possible, while still maintaining maximum safety for all concerned.

I am writing to remind you of the revised arrangements for drop-off and pickup, and ask that Nursery and Reception parents ensure they **keep to the drop-off and pickup times stated in my return to school letter**, which are as follows:

#### Drop off times

Class	Time
Class 1 – Reception	9:00am
Class 1 – Nursery	9:10am

#### Pick up times

Class	Time
Class 1 – Nursery and Reception	3:00pm

In the revised arrangements we have asked that you come to **collect children from the pathway that leads to the early years building.**

As our Early Years class has expanded it has become increasingly difficult for staff to manage bringing our youngest children to the car park safely. Asking you to collect from our Early Years path instead causes us different problems, because of the limited space, but with parental co-operation this is the best option. In order for this process to be as safe as possible and comply with current legislation we need to try to eliminate queuing so that we can limit close contact/maintain social distancing to protect everyone. We also need to leave the gate area free from queues so that our other classes can get into the building first.

In order to prevent a queue and prevent bubbles from crossing we ask that Reception and Nursery parents:

- Don't arrive before your allotted time, or the car park is too full for cars to manoeuvre safely;
- Don't get out of your cars until Miss Jones' Class have left the car park and are past the pathway;
- Stay in your cars and wait patiently if you can see a queue forming along the path. There is only enough room for 8 parents to socially distance safely at a time and we have 22 parents dropping off;
- Drop off your child swiftly. Teachers are happy to chat at other times over the phone or you can ask the office to get phone messages to your child's teacher for you.





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I would like to remind parents that we are still in a national lockdown and as such we have not yet been given permission to meet in groups. Therefore, parents should not be talking together on the car park and should be maintaining social distance measures at all times.

We know it is frustrating for parents, as it is for us, but we ask for your politeness and patience and to work together with us to keep everyone safe. If staff contract Covid because social distancing is not being maintained adequately, then this will have a more major impact on us all than waiting a few extra minutes at drop-off and pickup. We shall all be glad when we can return to a more normal system and chat to parents more freely as we used to.

I would prefer not to increase the stagger times for Early Years parents as I would like to help those parents who need to get to work, but this is an option open to us. I hope conversely, it may be possible to further shorten times by another 5 minutes if we can all work together to achieve this without arriving too early and queuing up unnecessarily. Many schools have much longer stagger times than us, to ensure there is not excessive social contact or mixing of bubbles. I hope that parents can be mindful of their social distancing and only approach the path when it is clear to do so.

I hope with your co-operation we can improve the current processes and keep everyone safe. If you have any suggestions about how to improve drop-off and pickup, I would be happy to listen to them.

Kind regards

Mrs Kim Stokes  
Executive Headteacher

