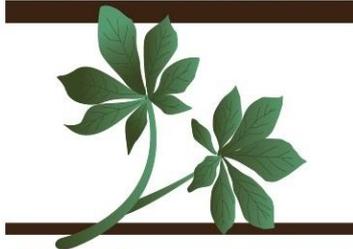


HALL ORCHARD



CE Primary School

25th August 2020

Dear Parent / Carer,

Changes to drop off and pick up

Please note: all changes will take place from tomorrow 26th August 2020.

Welcome to another year at Hall Orchard. It was lovely to see all the children arriving at school this morning and, overall, pupils entered the school in an organised and calm way.

We have had some comments and questions from a number of parents regarding our entry system, with particular reference to the entrance on Church Street, by the yellow barrier. Whilst we are unable to answer all these queries individually, I hope that this letter will go some way to address some of your concerns.

We acknowledge that these systems are not ideal but we are in a period of developing a 'new normal' for the foreseeable future. We are trying to organise entry to school within the limits of our available entrances and the presence of a public footpath, of which we have no control. We are in unprecedented times and all of our staff are working hard to meet the requirements made by the government.

However, following on from this morning, we recognise that our current system needs some review and appreciate the feedback we have received. We are a very large school with entrances that do not allow for a one-way system and parents and groups of children congregating on the school playgrounds will compromise class bubbles and put our staff at risk.

Consequently, we have made some changes to our drop off and collection system. Outlined below:

Headteacher: Ms J. McKay
Hall Orchard C of E Primary School,
Church Street, Barrow-upon-Soar, Loughborough, Leicestershire, LE12 8HP
Email: reception@hall-orchard.leics.sch.uk Tel: 01509 412188 Fax: 01509 620960

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CE Primary School

Drop off in the morning

- The yellow barrier will be opened and additional barriers placed within the driveway to allow more space and avoid any congregating near the road.

Reception and Year 1

- Drop off will continue as planned at the rear gate onto Melton Road.
- Drop off times for each class will remain the same.

Year 2

- Drop off will continue as planned from the side gate off the public footpath.
- Drop off times for each class will remain the same.

Year 3

- Parents should drop off their child at the entrance opposite our pre-school building, off the public footpath. The pupils will be guided through the link corridor as they arrive and will line up on the playground (near the mobile classrooms) in their class bubble to be collected by their teacher.
- Year 3 pupils should be dropped off at this entrance at **9:00am**.

Year 4

- Parents should drop off their child at the gate at the top of the school drive, by the Victorian part of the building. The pupils will be guided through and will line up on the playground (near the mobile classrooms) in their class bubble to be collected by their teacher.
- Year 4 pupils should be dropped off at this entrance at **8:55am**.

Year 5

- Parents should drop off their child at the gate at the top of the school drive, by the Victorian part of the building. The pupils will be guided through and will line up on the playground (near the mobile classrooms) in their class bubble to be collected by their teacher.
- Year 5 pupils should be dropped off at this entrance at **8:45am**.

Year 6

- Parents should drop off their child at the gate at the top of the school drive, by the Victorian part of the building. The pupils will be guided through and will line up on

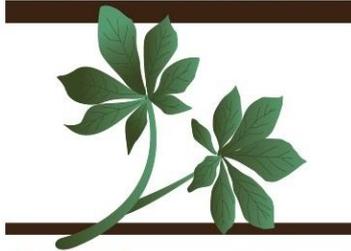
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the playground (near the mobile classrooms) in their class bubble to be collected by their teacher.

- Year 6 pupils should be dropped off at this entrance at **8:35am**.

Late arrivals

- Late arrivals should continue to be dropped off at the reception gate, off the public footpath and a member of staff will take your child to their classroom.

Collection at the end of the day

Reception and Year 1

- Collection will continue as planned at the rear gate onto Melton Road.
- Drop off times for each class will remain the same.

Year 2

- Collection will continue as planned from the side gate off the public footpath.
- Drop off times for each class will remain the same.

Year 3

- Year 3 pupils will exit the school via the link corridor opposite our pre-school building and a waiting area will be provided for convenience.
- Mrs Granero's and Mrs Douglas' class are to be collected at **3:00pm**
- Mrs Coneron's and Mrs Coley's class are to be collected at **3:05pm**
- Miss Warden's class are to be collected at **3:10pm**

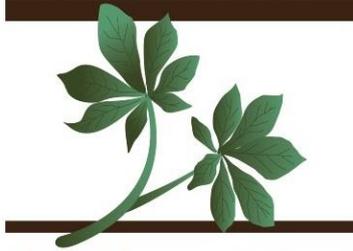
Year 4

- Mr Thurgood's class will exit the school through the reception gate, off the public footpath.
- Mr Thurgood's class are to be collected at **3:00pm**
- Mr Hatley's and Miss O'Neill's class will exit the school at the top gate (as drop off).
- Mr Hatley's class are to be collected at **3:05pm**.
- Miss O'Neill's class are to be collected at **3:10pm**.

Year 5

- Collection will continue as planned from the top gate (as drop off)
- Miss Price's class are to be collected at 2:50pm
- Miss Richard's class are to be collected at 2:55pm
- Miss Hault's class are to be collected at 3:00pm

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Year 6

- Collection will continue as planned from the top gate (as drop off).
- Mrs Faulconbridge's class are to be collected at 2:35pm
- Mr Burdett's class are to be collected at 2:40pm
- Mr Spiller's class are to be collected at 2:45pm

I can appreciate that today was a difficult day for parents and children. Some of our children haven't been in school for several months and, as a parent myself, I appreciate that it is difficult for parents when unable to enter the school grounds.

I can assure you that we will continue to review our systems but would ask all parents and carers to help us improve the drop off and pick up experience by:

- Ensuring you are clear which entrance you should be arriving at. If you use the service of a child minder, please make sure your child minder is clear which entrance your child should be using.
- Arriving at the correct time.
- Leaving the school site once your child has passed through the gate. Staff will ensure they are collected and taken to their classroom.
- Making use of the late collection area, through the reception gate, if necessary.
- Contacting the school office with any queries, rather than trying to ask staff on the gates.
- Being polite and considerate to other parents and staff.

I reiterate again that we are doing everything we can to ensure that children enter school smoothly and within the constraints of government policy. Please be patient with us and rest assured that the children's safety and happiness is our priority.

Individual year group letters will follow, in due course, to confirm all drop off and collection arrangements.

I thank you in advance for your support in this matter and I am confident that, if all stakeholders follow the guidance we have sent out, we can improve the drop off and pick up experience for all.

Yours sincerely,

Jane McKay
Headteacher