



1<sup>st</sup> October 2020

Dear Parents / Carers

Thank you to everyone for wearing a face covering when you come onto the site.

We have noticed a significant improvement in the time taken for children to be dropped off in the morning and collected at the end of the day. This will become even more important as the weather becomes more inclement in the winter months. The children coped extremely well this week when they arrived in the rain and we will be considering allowing all the children to go straight to class every day if they continue to cope so well. We were particularly proud of the growing independence of our younger children in the Reception and Key Stage 1 who all managed to get into class with very little support - they were wonderful examples of 'The Orchard Child'.

- Please remember to **follow the one-way system** that is in place. If you are going to drop off or collect children from the nursery, please could you walk around the edge of the playground rather than walking across the playground where children and staff may be gathering to line up.
- Please **supervise your children** when you have collected them and keep them with you. The children should not be playing in the conservation area, climbing and playing on the adobe at the far end of the field or on the play structures in the playground.
- **Social distancing is really important** as part of all our efforts to reduce the spread of Covid-19, along with good hygiene and wearing face coverings. Please do not gather in the playground or at the gates to speak with other parents. You should all be adhering to social distancing guidance with staff, children and parents at all times including when walking along the paths on the school site.
- Remember the **drop off and collection times** for your children.

YEAR GROUP	START TIME	FINISH TIME
Year 1	9.00am	3.10pm
Year 2	9.15am	3.20pm
Year 3	9.15am	3.20pm
Year 4	9.00am	3.30pm
Year 5	8.45am	3.30pm
Year 6	8.45am	3.30pm

- Please do not arrive more than 5 minutes before your drop off or pick up time.
- If you have more than one child, please drop them all off in the morning with the **earliest child** and pick up with the **youngest child**. If you have a child in Reception and other children in Year 1 to Year 4, you will now be able to collect them all at 3pm. We are trying to encourage children in Year 5 and Year 6 to stay until 3.30pm even if they have younger siblings.
- Year 5 and Year 6 children should come to school on their own or be left at the gate at 8.45am. Year 4 children are now coming into school on their own from the gate which prevents further congestion on the school site.
- **Please be on time.** Being late can delay the next group of children to come in or leave.
- Remember to drop your child off or collect and then **leave the site immediately** without waiting around. This is to prevent congestion and help with social distancing. All the children now know where to go at the start of the day and there are staff in the playground who can help children who are unsure so there is no need to wait.
- **Only one parent/ adult** per family will be permitted onto the site.

There is currently great pressure on the testing service so please do not try to arrange a test for yourself or your child if you do not have symptoms as this could mean that someone who is unwell is unable to get a test.

Please see the attached flow chart which guides you through what to do if someone in your household has Covid-19 symptoms.

Christine Haslam  
Headteacher