



The Orchard Primary School
Nurture Learn Grow

16th July 2021

ARRANGEMENTS FOR SEPTEMBER 2021

Dear Parents and carers

Having successfully managed the organisation for getting children onto the school site and into class this year during the pandemic, we have recognised the need to continue with some of these arrangements. We have been able to speed up the process of getting children into class in the morning and leaving the site in the afternoon so we will continue in the same way with a few amendments.

- We will continue with the one-way system we currently use to come onto the site from Orchard Road. This has been particularly successful and prevented congestion on the site and at the gates. Parents coming from Cromwell Road are asked to walk on the left when on the path to allow for parents and children entering and leaving the site safely.
- We will continue to have children going straight into class on their own. This again has prevented congestion at classroom doors and we hope it will also mean that children arrive in class on time and learning can commence promptly. This year the children have also benefitted from this arrangement as they have become more independent – particularly the younger children. They all come into school happily and without any fuss.
- The children will be greeted by members of staff in the playground, as they are currently, and will be directed to go straight to their classes when they arrive. Parents must leave their children to go into class and follow the one-way system out of the designated gate in Orchard Road or the exit path to the gate in Cromwell Road.
- In the morning the staff in the playground will be able to note any quick messages for teachers if they are not in the playground and class teachers may also be able to have quick conversations at the end of the day. If a longer meeting is required, this will be arranged for a more convenient time.
- At the end of the day the children will be divided and will wait on the playground in the most convenient place depending on whether they leave via Orchard Road or Cromwell Road. There will be staff available to support with this at the end of the day.
- Please don't arrive at school too early – I understand that you all want to be punctual but we want to cause as little disruption as possible for our neighbours in Orchard Road and Cromwell Road.

From **2nd September 2021** the children should arrive at these times...

YEAR GROUP	START TIME	FINISH TIME
	The gates will open at 8.45am – all children should go straight into class	
Year 1	All children must be in class by 9.00am	3.20pm
Year 2		
Year 3	All children must be in class by 8.55am	3.30pm
Year 4		
Year 5	All children must be in class by 8.55am	Will be walked to the gate at 3.30pm
Year 6		
	Please note – the gates will close at 9.10am	

- In the morning please arrive at the time for your earliest / oldest child – Year 5 and Year 6 should arrive on their own.
- Year 5 and Year 6 children should come onto the school site on their own and go straight to class in the morning. At the end of the day they should walk home on their own or meet a parent / adult at the gate.
- At the end of the day please arrive at the time for your youngest child. All Year 5 and Year 6 children should be collected from the gate – collect your younger children and walk to the gate to meet your Year 5 or Year 6 child.
- This year we have encouraged Year 4 children to be dropped at the gate by their parents and come onto the site on their own in the morning. This has been successful for the children and we would hope that this will continue next year.
- We ask that you arrive with only 1 parent / adult to bring and collect the children wherever possible to prevent congestion on the paths at the start and end of the day. It is really important that if you are coming onto the school site that you then leave as quickly as possible - again to prevent congestion.

Thank you for your understanding and continued co-operation with these arrangements which we hope will improve the experience for all of our children coming to school and leaving at the end of the day next term. We are unsure about whether we will need to have any mitigation measures in place in September as this is yet to be confirmed but we will notify you as soon as we have any more information.

Please note that all the arrangements we currently have in place for entering and leaving the site and the mitigation measures we follow during the school day will continue up to the end of term.

Reminder: the last day of term for the children will be Thursday 22nd July.

YEAR GROUP	START TIME	FINISH TIME	Thursday 22nd July
Reception	9.20am	3.00pm	1.10pm
Year 1	9.00am	3.10pm	1.20pm
Year 2	9.10am	3.20pm	1.30pm
Year 3	9.10am	3.20pm	1.30pm
Year 4	9.00am	3.30pm	1.40pm
Year 5	8.45am	3.30pm	1.40pm
Year 6	8.45am	3.30pm	1.40pm