

Friday 4<sup>th</sup> September 2020

Dear Parents / Carers,

It was lovely to see so many happy, smiling faces this morning as the children returned eager to begin their second day back. Everything seemed to run much more smoothly this morning now we are all a little bit more familiar with the morning routine for entering the school site.

### **Year 3 Parents**

Sorry to be repetitive, but please can I ask again that our Year 3 parents do not arrive too early for drop off and collection. This will help to reduce the number of people waiting around the pavements outside school and support with social distancing. **Year 3 children will enter the school site between 8.45am and 8.55am and not before. Year 3 children can be collected between 3.30pm and 3.40pm and we would ask parents not to arrive before this time.**

### **Changes to the Year 4 End of Day Procedures**

Having evaluated the procedures for the end of the day collection, we have decided to make some changes. We will now be asking our Year 4 parents and carers to collect their child from the school playground rather than waiting for them at the top of the main slope entrance on the High Street. We believe this will help to ease the congestion of people at the top of the slope and support the Year 4 children in being able to locate their parents more quickly. Therefore, starting from this afternoon (4<sup>th</sup> September, we will ask that Year 4 parents make their way into school at 3.15pm using the High Street Slope Gate Entrance. You will need to follow the one-way system, to the right of the school building towards the playground where the Year 4 children will be waiting to be collected with their class teacher. The teacher will release the children to their parents and carers and then you will need to re-enter the one-way system making your way out, using the opposite playground entrance and out through the Clay Hill Gate to exit the school site with your child. Please see the attached diagram.

It may take a little time to follow the one-way system around the site and we would ask the Year 4 parents and carers to be patient, maintaining their distance from others at all times. As we all become more familiar with the routines, this process should speed up and start to become more efficient.

### **Year 3, Year 5 and Year 6 End of Day Procedures**

We will not be making any changes to the Year 3, Year 5 or Year 6 routines at the end of the school day.

Class 6SB/RC and 6SP/MS (outside Year 6 Classrooms) will continue to exit using the slope gate. To ensure these children are kept separate to the Year 4 parents entering, the Year 6 children will exit using the left hand side marked pathway, whilst the Year 4 parents will be entering on the other side of the driveway. Routes will be marked and staff members will be present to direct the children and parents whilst we all get used to the new arrangements. There is a distanced gap between the walk ways to ensure these groups do not meet and are able to social distance.

We will ensure that the Year 5 pupils leaving school through the Gate 2 on Clay Hill have all exited before the Year 4 parents and children begin to leave. There will be staff members present to support with these arrangements.

Please can I ask that any Year 5 or Year 6 parents or carers waiting to collect their children, are ensuring they are stood to the sides of the pavement to allow others to pass safely and are socially distancing from others.

### **Use of Face Masks**

**Please can any parents, carers or visitors entering the school site ensure they are wearing a face mask. This includes the Year 3 and Year 4 parents entering the school site when dropping off or collecting their children from the playground. We thank you in advance for your cooperation with this.**

As a school we are following the recommendations from the Government that primary aged children do not need to wear face masks in school. This is because the staff and children are mixing in consistent groups and also because misuse of face masks may inadvertently increase the risk of transmission. There may also have a negative effect on communication in the classroom. We ask that children remove their face masks before entering the school site. Bins are located at the gate entrances for the safe disposal of masks. If they have a reusable mask, please provide your child with a plastic bag to place this in, so it can be taken home with them at the end of the day.

### **Main Reception**

Please remember that we are not allowing any parents or carers into reception without a prior appointment. If you need to speak with a member of staff please contact the reception team on 01908 562262 or email [head@tma.bucks.sch.uk](mailto:head@tma.bucks.sch.uk). Thank you again for your cooperation with this.

The TMA team have thoroughly enjoyed having the children back in school and the buzz of engagement and learning filling the school is wonderful!

Thank you again for all your support and cooperation as we all adjust to these new routines.

I hope you and your family have a wonderful weekend.

With warmest wishes,

Lucy Eldridge

Head of Two Mile Ash School

# Exit Plan for Year 4

