



30/November/ 2023

Dear Parents / Carers,

Please can I ask though that parents and children only arrive at their gate entrance at their allocated time slot, to support with movement around school and allowing easier access for other year groups.

A reminder of arrival times each morning:

- Year 3 – between 8.45 am and 8.55 am
- Year 4 – between 8.30 am and 8.40 am.
- Year 5 – between 8.30 am and 8.40 am.
- Year 6 - between 8.30 am and 8.40 am.

The children will have a ten-minute window to enter the school site. They do not necessarily need to be at the gates for the start of the entry time. This will support with movement around the school and the flow of movement on the pavements outside school. When the children enter the school site, they will need to make their way to their classrooms where they will be welcomed by their class teacher.

A reminder of departure times each afternoon:

- Year 3 – 3.30pm
- Year 4 – 3.15 pm
- Year 5 – 3.15 pm
- Year 6 – 3.15 pm

All Upper School children will exit the school site using the same gate they entered through in the morning.

At the end of the school day, the parents and carers of Year 3 and Year 4 children will enter the school using the Main Slope Gate off the High Street and meet their child on the playground. You will then need to follow the one-way system and exit the school site using the side gate on Clay Hill.

Please can I politely ask that no Year 3 parents arrive at the slope gate entrance until 3.30 pm as we want to ensure the other year groups are able to leave the school site safely and locate their parents.

Entry and exit gates:

<u>Year Group</u>	<u>Class</u>	<u>Entry Gate</u>	<u>Times</u>
Year 6	6CB – Miss Baldwin 6AW – Miss Williams 6BC – Mrs Blackhurst and Mrs Child	Year 6 Middle Side Gate on Clay Hill	Start – 8.30-8.40am End – 3.15pm
Year 6	6JW – Mrs Jackson and Mrs White 6BT – Mr Turbervill	Main Slope Gate The High Street	Start – 8.30-8.40am End – 3.15pm
Year 5	5TR – Mr Ruffett 5FK – Miss Kimberley 5SF – Miss Fawcett 5SP – Mrs Potter	Entry → Year 5 Lower Side Gate on Clay Hill Exit Gate → Middle Gate on Clay Hill	Start – 8.30-8.40am End – 3.15pm
Year 5	5LN – Miss Norman	Main Slope Gate The High Street	Start – 8.30-8.40am End – 3.15pm
Year 4	ALL CLASSES	Entry - Main Slope Gate The High Street Exit – Lower Side Gate Clay Hill	Start – 8.30-8.40am End – 3.15pm
Year 3	ALL CLASSES	Entry - Main Slope Gate The High Street Exit – Lower Side Gate on Clay Hill	Start – 8.45-8.55am End – 3.30pm

Please can parents and carers of Upper School children discuss with your child the importance of returning to school if they are unable to locate you at the end of the day. We encourage parents to agree a meeting place to help with locating each other at the end of school.

I would also ask that all families are very mindful and considerate to local residents when parking outside the school to ensure that parked cars and driveways are not blocked at any time. Please do not block the road or park on any double yellow lines as this can cause difficulty to the movement of traffic around the estate and also can be a danger to the children making their way to and from school.

Thank you all for your continued support.

With very best wishes,

Lucy Eldridge

Head of Two Mile Ash School