



# St Alban's CE Primary School

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National Support School  
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Teaching & Leadership

9th July 2020

## **Entry and exit to school September 2020:**

Dear parents and carers,

We recently wrote to you about our September plans (please see the letter dated 6th July on the website).

We have been refining our plans about the drop off and collection of pupils when school opens to all pupils in the new school year, and this letter provides more details about this.

To keep everyone safe and in line with government guidance about the opening of school in September, we will not be able to admit adults into the school grounds. Instead, children will be handed over to staff at the school gates, and they will then be taken to their classroom. This is the procedure that we operate currently for those families who are attending school and it works very smoothly, including our youngest children.

Please arrive at your designated gate for an 8.40am start. Staff will be at the gate from 8.35a.m. If you have siblings, you will need to take both children to your youngest child's gate. There will be staff present who will take care of the older siblings and make sure they are taken to their classroom. We have listed the gates below for you – as in our original letter.

At 3pm you will collect your children from your youngest child's gate again and we will ensure that older siblings are brought in advance to you there.

We know that you may be concerned about the handover, particularly if you have a young child or your child is worried about returning. We can assure you that we will take very good care of them and there will always be staff waiting for your child to support them and look after them. We know parents often use drop off times and entry times to share concerns with teachers, but please feel you can contact us anytime by phone, email or through Class Dojo. When children come to visit school at the end of next week they will get to meet their new teacher for a short while and we will be explaining the new routine for them.

### **Uniform:**

Some of you are asking about school uniform in September. Guidance says school uniform does not need to be washed any more regularly than it usually is, so we are expecting children to come in full school uniform. A return to usual routines and standards will be really important in September for a sense of normality for everyone. School ties will be optional in Autumn term.

### **Gates for entry and exit:**

Main entrance in the infant playground: 8.40a.m start and 3pm collect  
FS2, Year 6, Year 4 (nursery children are arriving at 9am at this gate and collecting at 3pm)

Tanyard gate: 8.40a.m. start and 3pm collect  
Year 3, Year 5

Church Gate: 8.40a.m. start and 3pm collect  
Year 1 and Year 2

Many thanks,

Alison Adair  
Executive Headteacher

Amy Gurner  
Head of School