

Dear Parents/Carers

We have reviewed the new procedures for coming into school and home time to try to help make it as straightforward as possible. This change will start on Monday 14th September ***These arrangements are for Years 1 - 6 only***

Morning drop off:

- There will be a member of staff on each gate from 8.50am until 8.55am. The children will come straight in and line up in the playground with their class teacher and then will be taken to their classrooms.
- No parents will be allowed on site without appointments (please phone the school office to arrange this).
- Parents with more than one child can take all their children to the playground of their youngest child and the older children can walk across to their own playground. This will mean parents will not have to go to more than one gate in the morning.
- It is essential that parents do not arrive before 8.50am and must leave as soon as their child has come in, to try to reduce the crush on the pavement in Swansea Road.
- Children who arrive after 9.00am (when the gates will be shut) will have to go to Glyn Road and ring the bell as they will be late.
- When you are waiting outside, please be respectful of the surrounding residents and their property and remember to remain socially distanced. These are very challenging times for all of us and we appreciate your help and understanding.

Hometime:

- We have less flexibility with hometime as children have to be handed over to their parents individually because of course the children's safety is our priority, but there some small changes to times (see below).
- **Please note that Y2 will now be using the Swansea 2 gate** as it is much closer to their classrooms and will help
- Parents will need to collect from the allocated gate and we understand this may mean some parents with more than one child in the school will be slightly late collecting their children.

Year	Gate	Morning drop off	Hometime
Y6	Swansea 1	8.50 - 8.55	3.20
Y5	Swansea 1	8.50 - 8.55	3.15
Y4	Swansea 2	8.50 - 8.55	3.20
Y3	Swansea 2	8.50 - 8.55	3.15
Y2	Swansea 2	8.50 - 8.55	3.10
Y1	Glyn Road	8.50 - 8.55	3.15

