

3<sup>rd</sup> September 2020

Dear Parents and Carers,

It was lovely to welcome our children back today. They settled very quickly into their new classrooms and have been a credit to you! We want to say a big thank you to you all for your co-operation and patience today. We understand that the system we have had to put in place has caused some of you some issues with dropping off children in different year groups but you were very understanding of why we have had to try and organise the very large numbers we have here at Priory.

We have spent some time today trying to address some of your very sensible concerns and suggestions. We have made the following changes:

- Year 1 and Year 2 drop off times in the morning will be 8.45 – 9.00
- We have changed the collection chart to show that classes 2H and 2Y will come in via the **Cedar Road** entrance
- We have put the classroom names on the map to make drop-off and collection clearer for KS2
- We have added separate and clearer collection areas for the following classes:
  - 3B & 4M through the KS2 corridor door in the corner of the playground near the garden
  - 4V, 4K & 5D through the door in middle of KS2 corridor
  - 6JA & 5A – through the Breakfast Club sign door
- We do not want parents to walk across the main playground in order to limit numbers on site. A Parentmail survey has gone out today to find out how many families are affected by this. Please respond by 12.00 Friday as this information will help us decide what to do about this from Monday onwards.

**Reminders:**

- As we are such a big school with very many parents we are trying to limit the number of adults on site. Therefore we need to remind you to limit the adults on site **to one per family**.
- Please also remember to **socially distance** whilst on site and also when waiting on the roads outside school.
- Please try to stick to the allocated time for your year group. This will help us manage the numbers of adults and children waiting at the gates. Thank you to those of you did help us by staying off-site whilst waiting for your start time.

The behaviour of the children has been excellent today and there has been a lovely atmosphere in school. We are sure this will continue. Well done to Year 3 who had the highest attendance today – 96%! Thank you for your ongoing support.



Mrs Mackinney  
Interim Headteachers



Mrs Cox

Year group	Class	Entry time	Entry point	Exit time	Drop off and collection point	Notes
Y6 Zone 1	6P	8.30 – 8.45	Cedar Road	3.00 – 3.10	<b>Entry:</b> zone 1 through own classroom door <b>Exit:</b> walking home alone, escorted by staff to back gate Collected by parents: zone 1 classroom door	<b>Year Groups 6, 5, 4, 3 and classes 2H and 2Y</b>  <b>Morning:</b> Limited parents on site in the morning. Pupils dropped off at Cedar Road back gate School leaders present  <b>Afternoon:</b> Y6 taken by staff to Cedar Road back gate and released to walk home if walking home alone OR Collected by parent from classroom
	6B	8.30 – 8.45	Cedar Road	3.00 – 3.10	<b>Entry:</b> zone 1 through own classroom door <b>Exit:</b> walking home alone, escorted by staff to back gate or collected by parents: zone 1 classroom door	
	6JA	8.30 – 8.45	Cedar Road	3.00 – 3.10	<b>Entry:</b> zone 1 via Y6JA collection point <b>Exit:</b> walking home alone, escorted by staff to back gate or collected by parents: zone 1 Y6JA collection point	
Y5 Zone 1	5A	8.30 – 8.45	Cedar Road	3.05	Zone 1 via 5A collection point	Parents allowed on site via left hand side of Cedar Road back path, using one way system to enter playground zones – collect child and exit left hand side of Cedar Road pathway. Parents are not allowed to walk across the playground from KS2 to KS1. Parents with children in different year groups will need to walk around the outside of the school to the other entrance <b>or can pass children to staff at barrier across the playground.</b>
	5D	8.30 – 8.45	Cedar Road	3.05	Zone 2 via 5D collection point	
	5B	8.30 – 8.45	Cedar Road	3.05	Zone via KS1 Hall	
Y4 Zone 2	4V	8.45 – 9.00	Cedar Road	3.05	Zone 2 via 4V collection point	
	4K	8.45 – 9.00	Cedar Road	3.05	Zone 2 via 4K collection point	
	4M	8.45 – 9.00	Cedar Road	3.15	Zone 2 via 4M collection point	
Y3 Zone 2	3B	8.45 – 9.00	Cedar Road	3.15	Zone 2 via 3B collection point	
	3H	8.45 – 9.00	Cedar Road	3.15	Zone 2 through own classroom door	
	3P	8.45 – 9.00	Cedar Road	3.15	Zone 2 through own classroom door	
Y2 Zone 2	2H	8.45 – 9.00	Cedar Road	3.15	Zone 2 through own classroom door	<b>Y1, Reception, Nursery and Class 2G</b> Parents allowed to drop off and collect pupils via classroom doors at allocated times and zones. Parents to use the Limes Road entrance. Parents to come up the main pathway and exit down the driveway as a one way system. Follow one way system.  Parents are not allowed to walk across the playground from KS1 to KS2. Parents with children in different year groups will need to walk around the outside of the school to the other entrance <b>or can pass children to staff at barrier across the playground.</b>
	2Y	8.45 – 9.00	Cedar Road	3.15	Zone 2 through own classroom door	
	2G	8.45 – 9.00	Limes Road	3.15	Zone 3 through own classroom door	
Y1 Zone 5	1A	8.45 – 9.00	Limes Road	3.00 - 3.15	Zone 5 through own classroom door	
	1H	8.45 – 9.00	Limes Road	3.00 - 3.15	Zone 5 through own classroom door	
	1K	8.45 – 9.00	Limes Road	3.00 - 3.15	<b>Entry:</b> zone 5 through own classroom door <b>Exit:</b> zone 3 via Reception Miss Pearson's door	
Reception Zone 3	RTP	8.45 – 9.00	Limes Road	2.45 – 3.00	Zone 3 through own classroom door	
	RJ	8.45 – 9.00	Limes Road	2.45 – 3.00	Zone 3 through own classroom door	
	RP	8.45 – 9.00	Limes Road	2.45 – 3.00	Zone 3 through own classroom door	
Nursery Time for Twos Zone 4	am	8.20 – 8.30	Limes Road	11.30	Zone 4 through Nursery main door	Parents who need a disabled parking space: this needs to be prearranged with the school. You will need to be: <b>Morning:</b> parked before 8.30 and leave after 9.00 <b>Afternoon:</b> parked before 2.45 and leave after 3.30
	pm	12.20 – 12.30	Limes Road	3.30	Zone 4 through Nursery main door	

### Map of School: drop off and pick up

