

Friday 11th September 2020

Dear Families,

## Arrival and Departure Arrangements For Families Transporting Their Own Children

*Please note, if your child arrives by Local Authority-contracted bus or taxi, you do not need to read this*

We would like to thank you very much indeed for bearing with us and being so accommodating at the beginnings and endings of the school days over the past week and a half. We are now happy that we have established our systems and routines and are in a position to confirm the timings for the weeks ahead. These slight adjustments allow us to regain a little of the lost learning time, so we would be grateful if you could adhere to them. It is important to note that one child arriving outside of the timeframes can have a significant impact on the whole class's learning opportunities.

The following arrangements will apply **from this Monday 14th September 2020**.

### Arrival Arrangements

- Please arrive at the school **between 9.20 and 9.30**
- Drive through the gate and around the turning circle
- Please pull forward around the turning circle as far as you can - this really helps keep everyone moving
- A member of staff from your child's class will come and collect your child from your vehicle

*Please can we request that you do not arrive outside of this time slot. The buses take up the space around the turning circle and the children on these vehicles are retrieved in line with strict timings that enable us to keep the bubbles separated. Your early arrival may cause congestion that could lead to a compromise of our stringent efforts to maintain the separation necessary for safety. If you arrive early, you will be asked to turn around, park off-site and return between 9.20 and 9.30.*

### Departure Arrangements

#### Option 1 - Parking Onsite

- Please arrive at the school **between 3.00 and 3.10**
- Follow the directions of the member of staff on duty to either the main carpark or the carpark at the end of the field, known as the 'GC Carpark'
- A member of staff from your child's class will accompany your child to your vehicle
- Once all vehicles (including buses and taxis in the main turning circle) are loaded and the buses and taxis have departed, you can drive away

*Please can we request that you do not attempt to arrive outside of this time slot. If you are early, you will not be allowed to enter the gates and if you arrive later, you will be asked to turn around, park off-site and return on foot.*

#### Option 2 - Collecting on Foot

- Please park in the roads beyond Hornbeam Close (**not** in the close or in any of the private parking bays)
- Walk down to the pedestrian gate **for 3.30**
- A member of staff from your child's class will accompany your child to meet you

At all times, please can we ask that you avoid parking in the turning bay just outside of the school gate. We have found that we rely on this to turn delivery vehicles that arrive at these busy times of day, which allows us to avoid unmanageable congestion and keep the system running as smoothly and swiftly as possible.

Thank you for your ongoing support. We appreciate that elements of these arrangements may feel inconvenient at times, but hope you appreciate that we are aiming to ensure we can be as efficient as possible during the arrival and departure times of day, in order to maximise the learning opportunities that the students have when with us.

Kind regards,



Heidi Dennison and Simon Knight  
Joint Headteachers