

Thursday 22<sup>nd</sup> July 2021

Dear Parents and Carers,

As we will no longer be required to keep the children in bubbles from September, I am writing to confirm our routines around drop off and collection times for the next academic year.

We have reviewed our more recent staggered timings, along with our pre-Covid measures, and we have taken on board feedback from staff and our parent survey to help plan for next year. The new timings of the school day and gates are listed below:

	Start Time	Drop Off Location	Finish Time	Collection Point
<b>Nursery</b>	9:00am	Jennings Road	3:30pm	Jennings Road
<b>Reception</b>	8:45am - 9:00am	Jennings Road	3:20pm	Reception Playground
<b>Years 1 and 2</b> (Key Stage 1)	8:50am	Crystal Palace Playground	3:20pm	Crystal Palace Playground
<b>Years 3 and 4</b> (Lower Key Stage 2)	9:00am	Lordship Lane Playground	3:30pm	Crystal Palace Playground
<b>Years 5 and 6</b> (Upper Key Stage 2)	9:00am	Lordship Lane Playground	3:30pm	Lordship Lane Playground

Please note that the Crystal Palace Playground gate and the Lordship Lane Playground gate will be open from 8:45 to allow children to arrive early.

### Dropping Children Off in the Morning

#### Reception and Key Stage 1

We have found that children in Key Stage 1 and Foundation Stage come into school with more confidence when they say goodbye to parents and carers at the gate. This has had a positive impact on children's independence and therefore, we will continue with this routine next year. This also allows our staff to set up the outdoor learning environment before the start of the day so that it is ready for the children when they come in.

We will be introducing a 'soft start' for Reception children. This means that the children can come into school between 8:45 and 9:00 so that if they have siblings in other year groups, parents and carers can decide the order that they drop off their children.

*All belong, all achieve.*

- Reception children will enter the school at the Jennings Road gate between 8:45am - 9:00am.
- Key Stage 1 will line up by their teacher in the Crystal Palace Playground (Entrance on Heber Road) at 8:50am.

### Key Stage 2

We will return to our pre-Covid routine, where children in Key Stage 2 come into school independently via the Lordship Lane Playground and go straight up to their class. In the first week back, teachers will be in the playground to direct their children to their new classrooms until the children can confidently find their own way.

- The Lordship Lane Playground gate will be open from 8:45 - 9:00 and children are welcome to arrive from 8:45 to go straight up to their classes.
- The register will be taken at 9:00am when the school day officially starts.
- Children arriving after 9:00am will need to enter via the school office, where they will be registered as late.

### Collecting Children at the End of the Day

We will be welcoming parents from all year groups back into the playgrounds to wait for their children at the end of the school day. Parents will be able to catch up with teachers and have a chat but will need to stand back and wait until the staff have safely dismissed their class first.

We have reduced the time that parents and carers will need to wait for siblings by altering the timings of the school day.

### Other Key Changes

#### Entering the School Building

From September, visitors will be permitted in school, but this will only be by prior arrangement. For safeguarding reasons, visitors will only be able to enter the building via the school office, where they can be signed in. The doors leading from the playgrounds into the building may only be used by staff and children.

#### Communicating Messages to Staff

We ask that parents and carers continue to share messages for their child's teachers over the phone or by email at the start of the school day rather than trying to share those messages with staff at the gates in the morning. This allows our staff to be fully focused on the children coming into school and has ensured that staff receive information in a timely manner. It also means that messages will not be forgotten on the way up the stairs!

We also ask that parents refrain from coming to the office in person at drop off and pick up unless you have items to drop off such as medication. All forms can now be completed online, and all messages

can be passed on by phone or email. The school office is exceptionally busy at these times, and it will help our team if they can concentrate on manning the phones and dealing with children at the start of the day.

### **Covid-19 Safety Measures**

These routines have been devised based on the latest guidance to schools. It is important to bear in mind that they could be subject to change in the event of localised outbreaks.

On behalf of everyone at Heber, I wish you all a wonderful Summer and we look forward to seeing you and your children at school in September.

Warmest regards,

Rivka Rosenberg  
Headteacher

