



Wednesday 4th November 2020

Dear Parents/Carers,

As per my letter before half term, please accept my sincere thanks for all of the support you have shown us so far this academic year. As it currently stands, schools will remain open as usual during the forthcoming national restrictions, so we expect all children to attend as normal during this time (unless they are poorly or need to self-isolate).

To continue with our safety measures may I remind parents/carers to:

- wear a face covering (unless exempt) when coming on to the school site;
- keep 2m distance from other adults and children on school site and outside the gates;
- stick to the one-way system around the school building;
- minimise the number of adults on site, please could only 1 adult drop off and collect children where possible.

Thank you so much to everyone who is doing this already. Please understand that we have put these measures in place to keep YOU and your family safe; they are not there to frustrate or inconvenience you.

We do regularly review the measures that we put in place, and we feel that we are now ready to adjust the staggered entry and exit times for most pupils. This is so that we can shorten the amount of waiting time for families in between dropping off or picking up children. We have also put in place a plan where we can dismiss children from school doors at hometime in the event of severe weather. **THESE NEW TIMES WILL START ON MONDAY 9TH NOVEMBER.**

The table below outlines the new plan:

My child is in...	I can drop them off between...	They can enter through door number...	I can pick them up on the playground between...	OR in the event of severe weather I can collect them from door number...
Class 11 with Mr McKean	8:35-8:45am (Gate opens 8:33am)	1	2:55-3:05pm <small>OR can walk home with parent permission</small>	Main Office Door
Class 10 with Miss Ward	8:35-8:45am (Gate opens 8:33am)	2	2:55-3:05pm <small>OR can walk home with parent permission</small>	1
Class 9 with Mrs Pandor	8:35-8:45am (Gate opens 8:33am)	3	2:55-3:05pm <small>OR can walk home with parent permission</small>	2
Class 8 with Miss Mahmood	8:45-8:55am (Gate opens 8:43am)	2	3:05-3:15pm	2
Class 7 with Miss Thomas	8:45-8:55am (Gate opens 8:43am)	1	3:05-3:15pm	1
Class 6 with Miss Hilson	8:45-8:55am (Gate opens 8:43am)	3	3:05-3:15pm	Main Office Door
Class 5 with Mrs Parkinson	8:55-9:05am (Gate opens 8:53am)	3	3:15-3:25pm	2
Class 4 with Miss Hayward	8:55-9:05am (Gate opens 8:53am)	1	3:15-3:25pm	1
Class 3 with Miss Worsley	8:55-9:05am (Gate opens 8:53am)	4	3:15-3:25pm	Main Office Door



ST JAMES
C.E. PRIMARY SCHOOL

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For children in the EYFS, timings and entry/exit doors will remain the same but as a reminder please note the times below that parents/carers will be able to access site:

My child is in...	I drop them off at...	The gates open at...	I can pick them up at...	The gates open at..
Class 2 with Mrs Pilling (Reception)	8:45am	8:40am	3:15pm	3:10pm
Class 1 with Mrs Polita (Reception)	8:45am	8:40am	3:15pm	3:10pm
Nursery with Mrs Nuttall	8:30am	8:25am	3:30pm (or from 2:55pm if collecting older siblings)	3:20pm (or from 2:55pm if collecting older siblings)
Little Saints	8:30am	8:25am	3:30pm (or from 2:55pm if collecting older siblings)	3:20pm (or from 2:55pm if collecting older siblings)

Please try and arrive at the school site for the time the gate opens for your child (or just after) to reduce the number of families queueing up on the street outside.

If you have more than one child to drop off then we are happy for you to come at the latest time for your family – no child who arrives between 8:30-9:05am will be treated as a late comer. For example, if you have a child in Class 7 and a child in Class 4 then both children could arrive at 8:55am. Likewise, if you have a child in Class 11 and a child in Class 5 both children could arrive at 8:55am. If you are not sure about this then please speak to the school office or a staff member who would be happy to advise you. Obviously, we want all children to arrive at their allocated times, but we also want to make this as easy as we can for families.

We will continue to dismiss children from the school playground, but please be mindful of the new times for collection. If you need to wait for more than one child, you can wait on the school playground. Alternatively, you could arrive at the latest time one of your children will be dismissed. For example, if you have a child in Class 6 and a child in Class 3, you could collect both children from the playground at 3:15pm.

In the event of severe weather, we are going to see how dismissal from school doors works. This is in response to a small number of parents who have asked us what would happen if the weather got really bad and if children would have to wait outside in the bad weather in that instance. We will only apply this system if the rain is torrential or if there is snow.

If this were to happen, there would still be a member of staff on the main gate letting parents/carers in at their allocated time and they will tell you if it is door pick up:

- If you need to collect from the main office then please follow the first path along the one-way system up to that door. You will then need to queue on the 2m markings whilst we dismiss children to you – do not enter the school office – we will send the children out to you. Then please leave promptly following the one-way system.
- If you need to collect from door 1 (near the bin store), again follow the first main path and queue up along there on the 2m markings, we will send children out to you and then please leave promptly along the one-way system.
- If you need to collect from door 2 (near the school field), please enter the playground to get to the second path (near the school field) and wait at the top of that path on the 2m markings. We will then send children out to you, please leave promptly along the one-way system.



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If you need to collect other children you may have to either walk round the one-way system, leave the premises and then re-enter through the main gate to either go straight to another door or wait on the playground. Door pick ups, along a one way system, will be another new test to us all, so please be patient whilst we work through it with you. Please also adhere to 2m social distancing as much as possible at this time.

If you have any questions about any of this, please do not hesitate to contact me, Mrs Patel or the school office team. Remember that these **new timings will start on Monday 9th November**. Thank you for taking the time to read this update.

Yours sincerely,

Mrs L Belfield
Principal