



17<sup>th</sup> July 2020

Dear Parents / Carers,

As promised earlier in the week, I am writing to you with details of the drop off and pick up arrangements for your child. Thank you for your patience – I am sure you'll be glad to know timings for our staggered start and end to the day.

- **3A** You should ensure that your child arrives at Holy Trinity in the Addison Road carpark at 8.30am where they will be met by an adult to take them to their classroom through the main door. They will be ready to be collected at 3.05pm from the same location.
- **3C** You should ensure that your child arrives at Holy Trinity in the Addison Road carpark at 8.50am where they will be met by an adult at their classroom back door. They will be ready to be collected at 3.25pm from the same location.
- **3S** You should ensure that your child arrives at Holy Trinity in the Addison Road carpark at 8.40am where they will be met by an adult to take them to their classroom through the hall back door. They will be ready to be collected at 3.15pm from the same location.
- **4A** You should ensure that your child arrives at Holy Trinity in the lower playground at 8.45am where they will be met by an adult at the back door of 4A. They will be ready to be collected at 3.20pm from the same location.
- **4EL** You should ensure that your child arrives at Holy Trinity in the lower playground at 8.35am where they will be met by an adult at the back door of 4EL. They will be ready to be collected at 3.10pm from the same location.
- **4N** You should ensure that your child arrives at Holy Trinity in the lower playground at 8.55am where they will be met by an adult at the back door of 4N. They will be ready to be collected at 3.30pm from the same location.
- **5J** You should ensure that your child arrives at Holy Trinity in the lower playground at 8.40am where they can enter 5J via the main forum door and up the ramp. They will leave at 3.15pm from the same location.
- **5S** You should ensure that your child arrives at Holy Trinity in the lower playground at 8.50am where they can enter 5S via the steps up from the undercover. They will leave at 3.25pm from the same location.

- **5T** You should ensure that your child arrives at Holy Trinity in the lower playground at 8.30am where they can enter 5T via the steps up from the undercover. They will leave at 3.05pm from the same location.
- **6D** You should ensure that your child arrives at Holy Trinity in the Addison Road carpark at 8.45am where they can enter 6D via the path by the music room and in the back door. They will leave at 3.20pm from the same location.
- **6S** You should ensure that your child arrives at Holy Trinity in the Addison Road carpark at 8.55am where they can enter 6S via the path by the music room and over the bridge to the roof garden. They will leave at 3.30pm from the same location.
- **6T** You should ensure that your child arrives at Holy Trinity via the lower playground at 8.35am where they can enter 6T via the path next to the woods and across the roof garden. They will leave at 3.10pm from the same location.
- **Beech (Y1)** You should ensure that your child arrives at Pewley in the front playground at 8.40am where they will be met by an adult to take them to their classroom through the door along the side path. Please collect from the same location at 2.40pm.
- **Walnut (Y2)** You should ensure that your child arrives at Pewley in the car park at 8.40am where they will be met by an adult to take them to their classroom through the back playground. Please collect from the same location at 2.40pm.
- **Oak (Y1)** You should ensure that your child arrives at Pewley in the front playground at 8.50am where they will be met by an adult at their classroom door. Please collect from the same location at 2.50pm.
- **Chestnut (Y2)** You should ensure that your child arrives at Pewley in the car park at 8.50am where they will be met by an adult to take them to their classroom through the back playground. Please collect from the same location at 2.50pm.
- **Willow (Year R)** You should ensure that your child arrives at Pewley in the front playground at 9.00am where they will be met by an adult to take them to their classroom along the side path. Please collect from the same location at 3.00pm.
- **Hazel (Year R)** You should ensure that your child arrives at Pewley in the car park at 9.00am where they will be met by an adult to take them to their classroom through the back playground. Please collect from the same location at 3.00pm.

Please do your best to arrive at the time allocated, as the staggered time slots are very short and we are keen that classes don't mix. If you have two or more siblings arriving, you may choose one start and finish time for them. Do all that you can to arrive and leave on time. Let us know if you are unable to follow this schedule.

I am afraid that no parents or carers will be allowed into the school building. If you need to speak to a member of staff please do call or email. Do remember not to congregate and to stay socially distanced from one another while you are in the school playground and arriving or leaving.

Please remember that if you or anyone in your household shows symptoms of Covid19 (high temperature, persistent cough, loss of taste or smell), your child should not come to school for 14 days. Similarly, if your child has been in contact with someone who has tested positively, they should self-isolate. This is so important – we must engage with the test and trace system.

Activities in the classrooms will involve as little sharing of equipment as possible (to that end, if possible the older children in Year 3-6 should bring in a small pencil case containing pencils, pens, rubber, ruler etc.) and children will have an allocated space in which to work. Children do not need to bring in PE kits, bags or other belongings. They do need a named water bottle and should wear school uniform. They can wear trainers or school shoes.

During the first few days back in school, we have planned to spend time talking with the children about the new arrangements; I am sure that very quickly everyone will settle into a different routine.

In the meantime, thank you again for your support and consideration. We are very grateful for your encouragement and kindness.

Kind regards,

Clare