



# Yardley Primary School

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Head Teacher: Mrs G. Lawson-Mills (née Moore)

Wednesday 4<sup>th</sup> November 2020

Dear parent / guardian

Can I remind parents of the message I sent at the start of September and many times since then.

In order to keep everyone safe, if your child is in YR, Y3 or Y4 PLEASE DO NOT come to school before 8.45a.m, UNLESS you are dropping off a child in Y1, Y2, Y5 or Y6. If you are early you MUST stay away from the school gates until the allotted time of 8.45a.m. There should be no queues and no need for pupils and parents to be waiting outside the gate, blocking the entrance. If you drop off in both time slots then please make sure you come towards the end of the first slot (8.30 – 8.45 a.m.) and then you can drop off at the very beginning of the second slot (8.45 – 9.00 a.m.).

Please remember that drop off times are 15 minutes long to enable us to spread the amount of people we have trying to drop off at one time. You can arrive at any time during the 15 minute slot, it does not have to be at the start of it. Your child will not be late until after the end of each time slot.

Outside of the school gates, please remember your social distancing, be kind to each other and we strongly advise that all persons over the age of 12 wear face masks when dropping off and picking up.

**We have designed the drop off and pick up times in such a way that there should be NO need to queue at all.**

From tomorrow, guidance once more changes due to the national lockdown. As per advice, we will continue to work on site without masks. Members of staff on duty during drop off and pick up who are on the public pathway and roads surrounding school (outside of school jurisdiction and off the school site) will wear masks.

Here is a reminder of the current timings for drop off and collection:

YEAR GROUP	DROP OFF TIME	PICK UP TIME	GATE
Year 1 & 2	8.30 – 8.45	3.00 – 3.15	Key stage 1 playground Harvey Rd (main double gates)
Year 5 & 6	8.30 – 8.45	3.00 – 3.15	Key stage 2 playground Harvey Road (by the old caretaker's house)
Reception	8.45 – 9.00	3.15 – 3.30	Key stage 1 playground Harvey Rd (main double gates)
Year 3 & 4	8.45 – 9.00	3.15 – 3.30	Key stage 2 playground Harvey Road (by the old caretaker's house)

Regards

Gaynor Lawson-Mills

Head teacher

