



ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL

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Thursday 4th March 2021

Dear Parents/Carers,

MONDAY 8TH MARCH 2021 – DROP OFF & COLLECTION – INFORMATION FOR PARENTS

We are looking forward to welcoming all our children back to school and all being together again. Last week we wrote to you in detail outlining the new arrangements for the full opening of school, please ensure you have read this information carefully as there are some changes from previous arrangements, click [here](#) to read this letter.

Government advice remains that all control measures that have been in place in schools to reduce risks of Covid transmission remain in place and are strictly adhered to, this includes social distancing measures. To maintain bubbles and to reduce congestion on the drive we are continuing to operate staggered drop off and pickup times.

We have reduced the windows for drop off and collection from 4 to 3 which in turn reduces waiting time for parents/carers. We are very aware that by reducing the number of windows we have more children entering and leaving the premises in a shorter timeframe.

To safely implement this reduction new procedures are in place for drop off and collection of pupils. We have also introduced designated collection points and a no waiting zone. It is essential that the new procedures outlined below are followed by all parents/carers when all pupils return next week.

PLEASE NOTE CHANGES OF TIMES AND ENTRANCE/EXIT POINTS

Drop Off Time	Collection Time	Main Gate Entrance	Parish Hall Entrance
08:40 – 08:50	14:50 – 15:00	Year 2 and 3	Year 4
08:50 – 09:00	15:00 – 15:10	Year 1	Nursery and Reception
09:00 – 09:10	15:10 – 15:20	Year 5	Year 6

General Information: Please arrive at the allocated time for your child's year group, we ask that if you arrive early you remain in your car or at the end of the driveway until the drop off/collection window opens. If you are collecting more than one child, please ensure you are in the correct queue at the correct time for each sibling.

Procedures at the Start of the Day: When the children arrive at school at the appointed drop off time for their year group, they will be guided to a new class waiting area by staff. Once you have dropped your child off, we are now asking parents to leave the drive to minimise congestion and social contact on the driveway.

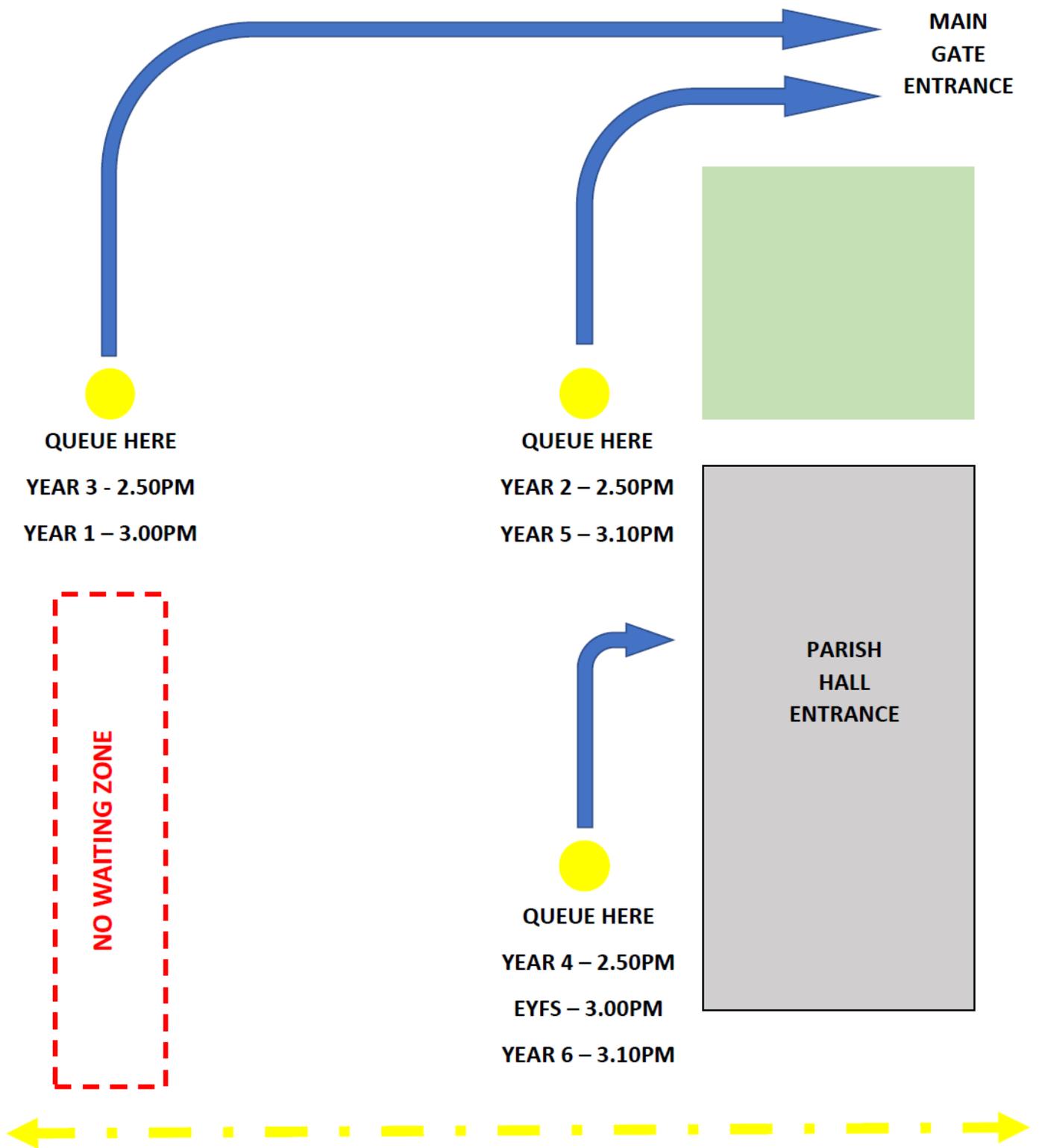
Procedures at the End of the Day: At the end of the day, we are asking parents to wait for children at a designated collection point on the driveway. A plan for collection is given below, please ensure you have familiarised yourself with this ahead of next week. Once you have collected your child please leave the driveway.

Kind regards,

Mrs Lynn Lakner
Headteacher

Mr David Matthews
Deputy Headteacher

"May God's love shine in our lives as we care and share and learn together."



SOCIAL DISTANCING MEASURES

ONLY ACCESS THE DRIVEWAY AT YOUR APPOINTED COLLECTION TIME
JOIN THE CORRECT QUEUE AT THE CORRECT TIME FOR YOUR CHILD

TO SUPPORT COLLECTION FOR ALL PARENTS

PLEASE LEAVE THE DRIVEWAY ONCE YOU HAVE COLLECTED YOUR CHILD

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