



18th July 2022

Dear Parents and Carers

As you know, one of our 'Covid Keepers' was staggering the start and end of the school day as this makes Carters Lane considerably safer. We have evaluated this again and from September, will be maintaining the current system with some slight amendments to times to support some of the logistical aspects for both you as parents and us as the school.

The table below outlines start and finish times. If you are unsure about the entrance in, staff will be available on the gates first thing as usual to help direct the children through to the right door/way in.

	Sparrows	Robins and Chaffinch	Starlings and Woodpeckers	Blackbirds and Owls
Start	8:50am Registration 8:55am	8:45am Registration 8:50am	8:30am Registration 8:35am	8:30am Registration 8:35am
End	3:10pm	3:05pm	3:00pm	3:00pm
Entrance/Exit	KS1 Playground Entrance– main door	KS1 Playground Entrance– Classroom Door exits	Starlings – KS1 Playground Woodpeckers – Main Front Entrance	Main Front Entrance
Siblings of KS2 children may arrive at 8:30 and leave at 3:00pm				
Sparrow Class who have siblings, may arrive and finish at the same time as their sibling				

Please note registration times for each class. May I respectfully state that the staggered starts do not provide a reason for late arrival. This is something that we will be paying very great attention to.

It is important to highlight, that for the first few days, whilst everyone adjusts and adapts to the routine of their new start and finish times, that there might be a few glitches, I would respectfully request that you bear with us on this – and recall back to now, and the efficiency of the system that evolves once everyone knows what's what.

Can I also take this opportunity to remind you that we will not release any children unless there is a 'recognised by staff' adult to collect them. And we make no apology that on some occasions, we will not release a child until we have checked with parents/carers that it is correct to do so to the adult

that is waiting for them. To minimise this, we would ask that you notify of us if someone different is collecting your child.

The **only** exception to this is Year 6, who are able to leave school unaccompanied provided we have written notification from parents /carers that you authorise them to do this.

May I also remind you to always park responsibly and thoughtfully and to be respectful of our neighbours. Parents/carers are **NOT** allowed to park down the lane leading on to the Copped Hall Estate, which as you know is a private road. There is a tiny handful of parents who may park here because they either live on the estate or have relatives who do – but staff are familiar with who these people are.

Should you have any questions, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sarah Hurwood', with a long horizontal flourish extending to the right.

Sarah Hurwood
Headteacher