



# The Priory Primary School

*'Inspiring a Love of Learning'*

Pamber End, Tadley,  
Hants, RG26 5QD.

Telephone: 01256 850062

[www.theprioryprimaryschool.org](http://www.theprioryprimaryschool.org)



1<sup>st</sup> September 2020

Dear Parents,

I hope you and your families had a wonderful bank holiday.

Today's email (in preparation for the return to school on the 7th September) focuses on the timings of the school day and the arrangements for drop off and collection of your children. This is especially important for you to plan out in advance, because we are operating the drive through system - which worked so successfully in the partial reopening last term.

We have opted for this approach again because it dramatically reduces the chances of spreading the COVID virus across our school communities and the staggered approach means that our hubs and class bubbles are not mixing, again resulting in a much more controlled system of entrance and exit.

However, as with any 'drive through' there needs to be a degree of patience and waiting. We will maximise the amount of cars we can queue directly on the school grounds and our aim is to exit the children in the morning and load the children back into the cars in the afternoon as safely and as quickly as possible. There may however be a degree of queuing around the school site and in this regard please think as a community and of other road users. Turn off your engines, but be ready to move forward when required.

As you will know the drop off location is the school's **rear playground**, you will access the school site and will queue in one of the lanes available (please access the most empty lane). Mr Henry will be present to help navigate you in. As you drive to the pick up / drop off location - a member of staff will escort your child out of or into your car. It is very important that you do not personally exit the car unless asked to by the member of staff. Hence, it is very worth discussing with your child(ren) about this procedure as it can be a bit daunting for those who have not accessed the school in this way before, however it soon becomes a matter of routine and our experience in the last school year demonstrates how successful this system can be.

In our experience it takes approximately 5 - 10 minutes to exit between 1 and 2 classes and hence we have staggered the start times of the day by 10 minutes, with a similar phased approach at the end of the day (see below):



Year R (*)	Year 1 and Year 2	Year 3 and Year 4	Year 5 and Year 6
Drop Off = 8.50am – 9.00am	Drop Off = 8.40am – 8.50am	Drop Off = 8.30am – 8.40am	Drop Off = 8.20am – 8.30am
Pick Up = 3pm – 3.10pm	Pick Up = 3.05pm – 3.15pm	Pick Up = 3.10pm – 3.20pm	Pick Up = 3.15pm – 3.25pm

**Please arrive 5 minutes earlier than the time stated to get into the queue and be ready for the process to begin.**

**It is really important that you stick to the times noted above - arriving earlier or later will slow the process down.**

**If parents have two or more children in different year groups – they should drop all of their children together at the EARLIER of the drop off times and collect all of their children at the EARLIER times. For example - if your children are in Y2 and Y6 - then you will drop off at 8.40am and pick up at 3.05pm**

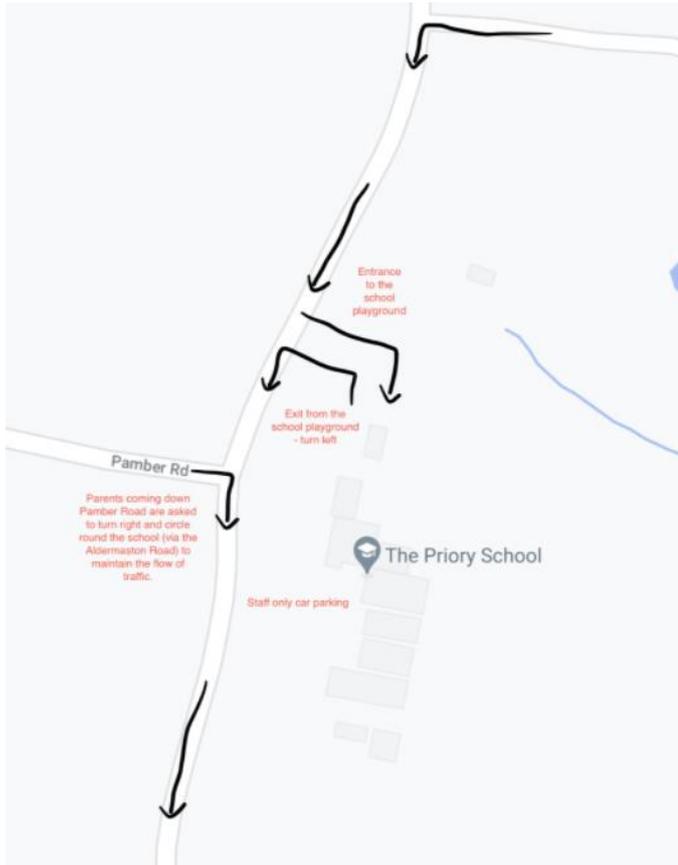
**\* YR will start these arranged timings from Monday 21st September, following 2 weeks of re-introductory half days.**

Morning club with Mrs Marzetti is operating from the 7th September and the drop off time for this is from 7.30am.

We fully anticipate the first week back to school being the most tricky as the staff, the children and yourselves get into the new routine, so please prepare for increased delays and a longer waiting time. We may well need to change timings slightly if the process is not as effective as we would like.

One consideration to smooth the process is a contraflow system around the school, so that traffic is moving in the same direction and not holding up the flow of cars. Whilst, as a school we cannot enforce this this system - the suggested access to school is documented below. Again, please have consideration for the rest of the community as we get used to a very different system - patience and co-operation are very much required.

## Suggested Contraflow System



### Some final points about the drop off and pick up process:

- \* Last term many parents opted to walk / cycle their children to school - this is still very possible, however must always be adult led. Parents should lead their children into the rear playground and proceed down to the staff along the far left side (opposite side to the waiting cars) of the playground.
- \* Immediate family members (parents, grandparents) should be responsible for the drop off and pick up process.
- \* In a last resort a nominated parent **from the same class** can be responsible for the drop off / collection of the children - but this option should only be taken if absolutely necessary.
- \* On arrival all the children will wait with their teacher / LSA on a waiting spot (2m distancing) and will wash their hands before entering the classrooms.

If you have any questions about the drop off process - please do not hesitate to ask.

Kind Regards

M. Stewart