



# Hazelwood Schools

Dear Parents/Carers,

**Teamwork – working together to get everybody back to school safely.....**

It was wonderful to see the return of so many children this morning; it was extremely busy and we will all need to quickly adjust to the systems that are in place now that the vast majority of pupils are back.

Many parents and pupils arrived early and we are happy that you are so keen to get back to school! Our attendance today is over 95% which is absolutely amazing; I have popped around to all the classes and the children look so happy and at ease.

Now that we are back, please make sure that you know which class your child is in and where they should be lining up with reference to the map below that was sent out in July and last week; to help you to remember everything, this information is also in the news section on our website.

This VERY IMPORTANT letter is to remind our community of the drop off /collection procedures.

**THERE IS NO NEED FOR EVERYBODY TO QUEUE.**

**The ideal scenario is that you WALK STRAIGHT INTO THE PLAYGROUND AT YOUR ALLOCATED START /PICK UP TIME TO AVOID CONGESTION AT THE GATE AND IN THE STREET OUTSIDE OUR SCHOOL.**

The whole school drop off and collection procedure has been organised to move over 700 pupils (and their 1 accompanying parent) quickly and safely on and off of our site. The whole system relies on parents/carers arriving at the allocated time; it will help us so very much if you do not arrive at school any EARLIER or LATER than you need to.

Many parents are familiar with the new routines having sent their child to

**school in the summer term; today was a steep learning curve for many parents/carers who have not been on site at all since March of this year but we need everybody to get up to speed very quickly .....**

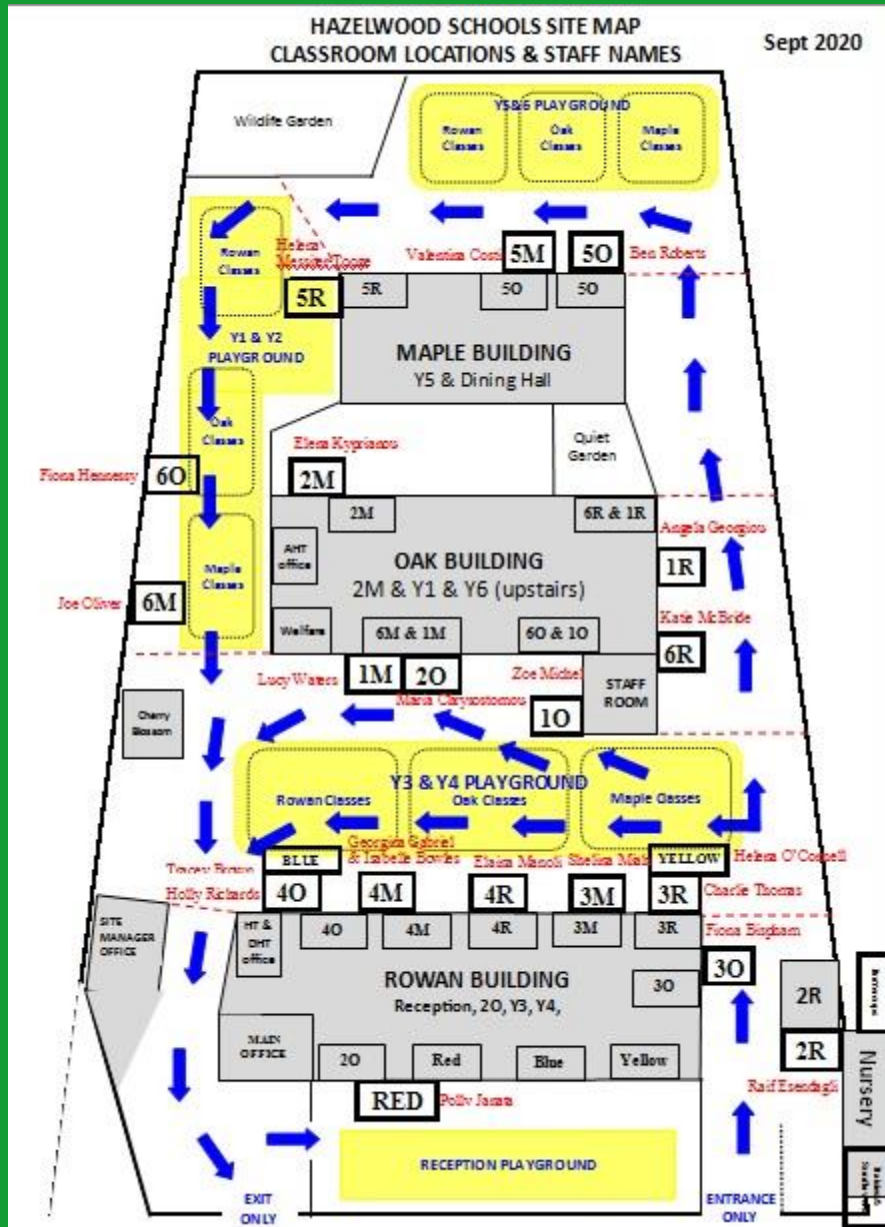
CLASS	START	FINISH	If you then have to drop off a sibling....
Buttercups*	9:00	15:00	<b>If you are dropping off a sibling you <b>may</b> need to exit the building (via the 1 way system) .....to join the queue to bring your other child in at the other allocated start time.</b>
Daisies / Sunflowers*	8:30	16:00	
Reception	8:30	14:30	
Year 1	8:50	14:50	
Year 2	8:30	14:30	
Year 3	8:50	14:50	
Year 4	8:40	14:40	
Year 5	8:50	14:50	
Year 6	8:40	14:40	

**\*Separate entrance and exit points....**

**Start & End of Day Routines – please note that we have “narrowed” these intervals to support working parents/multiple drop offs:**

**There will continue to be a one way system in operation (refer to the blue arrows on the map below). The vehicle gate will be an ‘ENTRANCE ONLY’ gate and the (historical) main entrance will be an ‘EXIT ONLY’ gate.**

- Signs will be up at the gate to inform you of which side to queue up at and the social distancing guidance should be followed.
- Markings on the ground will help you maintain a 2 meter distance when lining up for school outside the premises **IF you need to drop off siblings.**
- **Only one parent/carer will be permitted to come to school to minimise the number of adults on site.**
- Allocated drop off points close to classroom external doors and entrances to buildings will be marked for each class to support you to know where to drop off children.
- Teachers will wait at the drop off point in the morning to welcome children; **the parent/carer will QUICKLY need to say goodbye and leave the site.**
- Parents/carers will be encouraged to leave the playgrounds promptly once drop off or pick up is complete to avoid congestion and crowding.
- **ONLY IF you have a second child whose start time is different you will need to queue up again; the intervals have been narrowed.**



**Additional reminders – No Parents/Carer in school buildings & communications with the office.**

- **A reminder that parents/carers are NOT allowed into the school buildings;** teachers and TA's will support pupils to ensure that they quickly settle.
- The main office is closed (as it is very small and very challenging to enable social distancing in this space); **all correspondence with the main office**

**should be via email, telephone or by appointment.**

With some patience and understanding we can work together to get this right. If, by the end of the week, we need to review and rethink this system then that's what we will do.

With very best wishes,

Mrs Kilkenny and the Hazelwood Team.