



Be nice, work hard, never give up

Greenleas Primary School
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5th September 2021

Dear Parents and Carers,

Welcome back!

It was lovely to have all the children back in school on Friday. I trust they all had an enjoyable day settling into their new classes.

As per recent communication, this term we have adjusted our procedures for drop off and pick up to support our children safely enter and exit the building. As well as for parents to be able to safely drop off and collect children whilst maintaining social distance from other parents, children and staff.

Drop Off

We will be operating a soft opening approach. We will open the gates to the playground at 8:45am. We expect children to arrive between 8:45am-8:55am (no earlier and no queuing please), staff will meet and greet at the gate and the children will be supervised into class to start activities. **The official start to the school day is 8:55am. Any child arriving after this time will be late.**

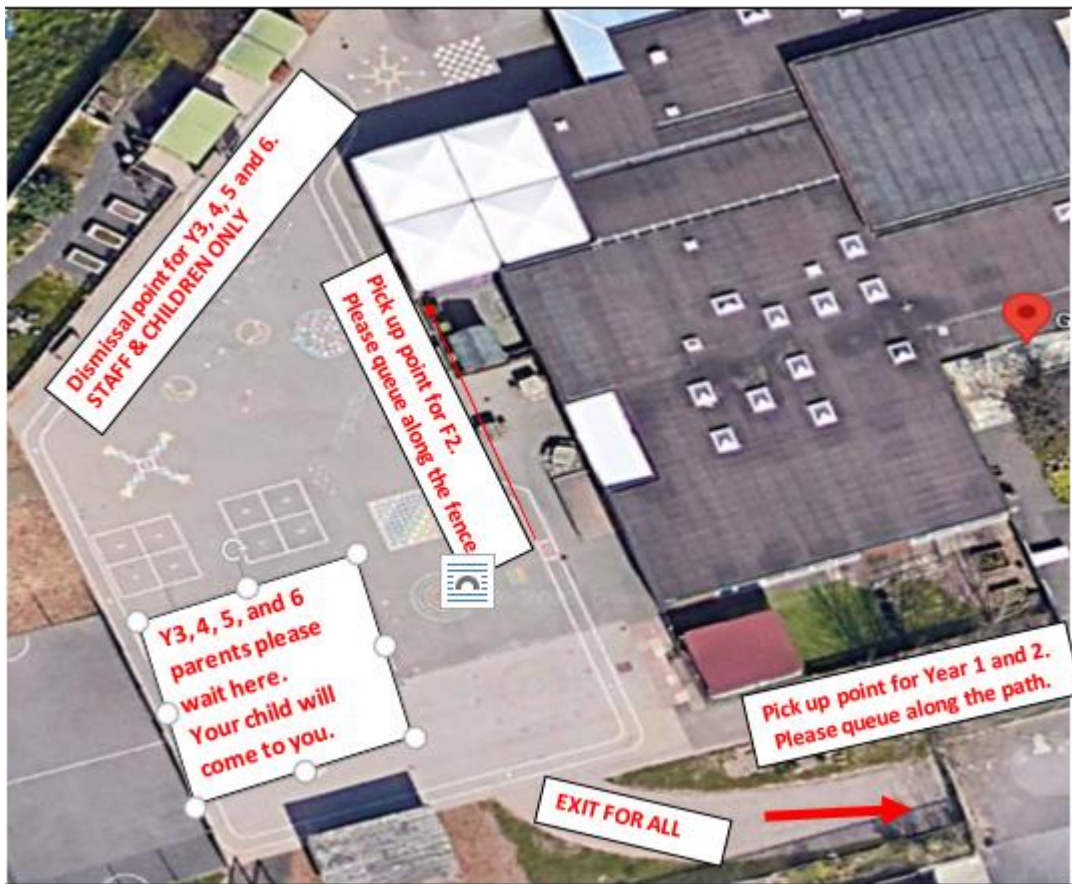
Children in F2, Y1 and Y2 to use the main pedestrian gate.

Children in Y3, Y4, Y5 and Y6 to use the main driveway gates.

Pick Up

At the end of the day all children will exit via the playground with different collection areas for different year groups. This is a key period for the school as it is the largest gathering on the site. In order for it to work safely for all, it will rely on cooperation and understanding. The gates to the playground will open at 3:10pm (please avoid queuing before this time). Children will be dismissed from their classes at 3:15pm. It is essential that this time is not used for socialising. Adults must leave the site with their children as soon as they have collected them.

Please note, we have changed the location for Y3, 4, 5 and 6 to ensure children and staff have a designated area to dismiss from. Y3 and 4 children will line up by the first basketball post and Y5 and 6 by the second. We request that all adults picking up children in Y3-6 stand no closer than the 'Four Squares'. Hopefully, this will reduce congestion and support the safe dismissal of all children.



We respectfully ask that everyone makes every effort to arrive, and collect children, at the relevant time to support the smooth running of systems.

Many thanks in advance for your co-operation.

Kind Regards

Mrs Sharon Edwards
Headteacher