



**Site:** Sandpits Rd, Ludlow, Shropshire SY8 1HG

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**Site:** Clee View, Ludlow Shropshire SY8 1HX

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20<sup>th</sup> May 2020

## Re: Staggered start times

Dear Parents and Carers,

The beginning and end of the school day are the busiest times for children and adults congregating together in one place, so maintaining safe distances within normal arrangements can be a challenge. We have implemented the following measures for when pupils return to school:

### Sandpits Road Site

All access to the school site will be via the main school gate **(there will be no access to the site through the back gate)**. We ask that only one adult accompanies your child to and from school.

The following measures are also in place:

- Staggered start and finish times (see timetable below)
- Social distancing markers in place on the driveway.
- The car park will be closed to all vehicles
- Separate entrance for the Year one and Reception children
- One-way system in operation
- Clear signs to direct each year group to the drop off point.
- Additional staff available to support as needed.
- Contact with the school office must be by email or telephone call, there will be no access to the building for parents.

### Timetable

	<u>Start</u>	<u>Exit</u>
Robins	9:00	14:45
Wrens	9:15	15:00
1 Ash	9:00	14:45
1 Oak	9:15	15:00
Nursery Morning session	9:30	11.30
Nursery afternoon session	12.30	3.00

## **Clee view site**

All access to the school site will be via the main school gate. Where possible we ask that adults do not come onto the site with these older children.

The following measures are also in place

- Staggered start and finish times (see timetable below)
- Social distancing markers in place on the footpath.
- Separate entrance for the year six and key worker children
- One-way system in operation
- Clear signs to direct children to their classrooms
- Staff available to support as needed.
- Contact with the school office must be by email or telephone call, there will be no access to the building for parents.

## **Timetable**

	Start	Exit
6 Ash	9:00	15:00
6 Oak	9:15	15:15

**Key worker arrangements will be on the pupil booking form.**

## **Please be aware:**

These arrangements have been devised based upon the information received from parents regarding whether their child is attending school from June 1<sup>st</sup> or remaining at home. If parents change their position and choose to send their child to school after this date, it is highly likely that the timetables will have to be adjusted owing to the additional groupings required to ensure social distancing.

Kind regards,

Kate Mather