



Site: Sandpits Rd, Ludlow, Shropshire SY8 1HG

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Site: Clee View, Ludlow Shropshire SY8 1HX

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14th July 2020

Dear Parents and Carers,

The autumn term starts on **Thursday 3rd September 2020**. The following letter details the arrangements for the start and end of the school day.

Sandpits Road Arrivals and Collection:

- Please arrive at the time specified, **not earlier**.
- Children will not be taken into school earlier than the time stated and for everyone's safety, we want to avoid large numbers of adults and children waiting.
- There will be cars in the carpark so please ensure that your child is always close by you.
- Stay within the marked areas, maintaining social distancing and look out for the signs indicating which line to wait in to deliver and collect your child.

Child's Year Group	Arrive at school:	Collected at:
Reception (Miss Potter and Mrs Preece)	9.00am	3.00pm
Year 1 (Miss Houchin and Mrs Lloyd-Kitchen/Miss Preece)	8.50am	2.55pm
Year 2 (Ms Grant and Miss Fallon)	8.40am	2.50pm

CLEE VIEW: Arrivals and Collection:

- Please arrive at the time specified, **not earlier**.
- Children will not be taken into school earlier than the time stated and for everyone's safety, we want to avoid large numbers of adults and children waiting.
- There will be cars parked in the car park. This is not accessible to parents/carers. Please ensure that you use the pedestrian path maintaining social distancing.
- Year 3 and 4 children will enter by the left-hand side gate
- Year 5 and 6 will use the right-hand side gate (please look out for signs).
- Teachers will meet classes at the gate.

Child's Year Group	Arrive at school:	Collected at:
Year 3 (Ms Collins and Miss Smith)	9.00am	3.15pm
Year 4 (Mrs Mellish and Miss Davenport)	8.40am	3.05pm
Year 5 (Ms Smith and Mrs Jones)	8.50am	3.10pm
Year 6 (Miss Froggatt and Mr Whitbread)	8.30am	3.00pm

We know that for some parents/carers, the staggered start and end times will be more challenging if you have children in different year groups or based at different sites. In these circumstances, we would suggest that all children from one household should start at the latest start time. Please make your child's current teacher aware via the Class Dojo message system if you envisage difficulties and we will discuss these with you.

Kind Regards

Kate Mather