



Orleans Primary School

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Dropping off and Collection process and times - Orleans Primary school

Sent By: Mrs Emma Edwards

Sent 04 Sep 2020 16:29

Dear Orleans Parents and Carers,

I am writing to you regarding the dropping off and picking up procedures for our school at the beginning and end of each day. Yesterday was the first day back at school for the majority of our pupils after a long absence and it was evident that the children were very keen to come back to school. This system of dropping off children at the start of the day and collecting at the end of the day is a new process for us all so please do bear with us whilst we iron out any teething troubles.

As you know, we always aim to plan to achieve the best for our pupils including keeping them safe, we have today looked at our procedure and have adjusted the way we manage the queue, hold siblings within their classrooms and facilitate Energy Kidz after school club collection. We will be monitoring this over the next school week and will communicate any changes we feel are necessary with plenty of notice.

We are required to adhere to the Government guidelines for schools which mean there are specific things which we cannot do, for example we cannot bring parents and carers into the school playground at the beginning and the end of the day, as the guidance states specifically that gathering at the school gates and parents coming onto the school site without an appointment is not allowed.

There are also actions which you can take as parents to help ensure the process runs smoothly;

- **Collect all siblings together at the latest pick up time**
- **Arrive at the correct pick up time – please do not arrive early as you will not be able to collect your child until it is their pick up time, please do not arrive late**
- **Adhere to the social distancing markers in the walk way**
- **Only enter the school grounds when a staff member holds up a sign with your child's year group on**
- **If your child is registered with Energy Kidz for wraparound care you must update their class name on your Energy Kidz account**
- **If your child is booked into Energy Kidz and you do not intend for them to go to their session you must cancel the place with Energy Kidz, otherwise your child will be taken to wraparound care**



Richmond upon Thames
Children and Young People's Trust



Thank you in advance for your support and action in the above.

Yours sincerely

Jane Evans

Headteacher

Orleans Primary School

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