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**SUTTON ROAD PRIMARY
SCHOOL AND NURSERY**

**Sutton Road Primary
School and Nursery**

Mansfield
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NG18 5SF

2nd September 2020

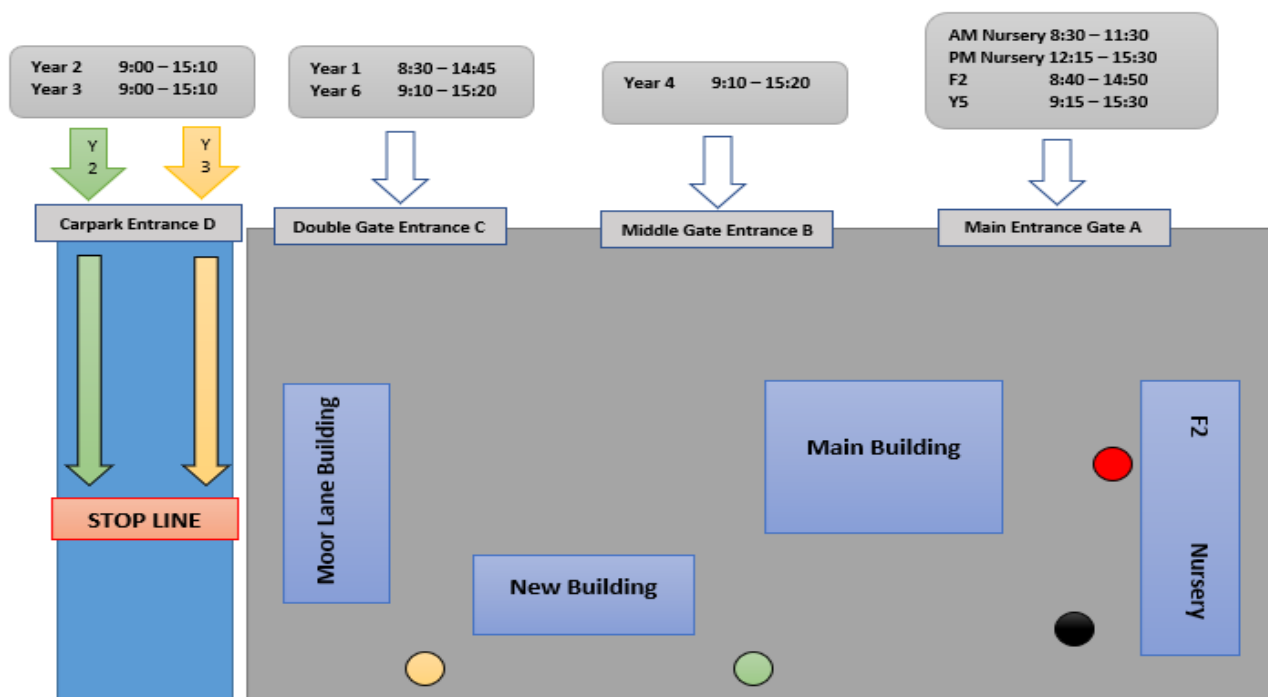
Dear Parents/carers,

Can we start by thanking those of you who supported this morning by waiting patiently and queueing at the correct gates. However, due to the significant number of adults not adhering to our previous guidance we have had to review our procedures and make some alterations as follows.

As from tomorrow Thursday 3rd September:

- Our **year 1** children are to arrive earlier **at 8.30am** and be collected at **2.45pm**, they will need to wait at the Double Gate Entrance C where staff will collect the children and parents will need to handover quickly at the gate. Parents will not be allowed to enter school through this entrance.
- We are still asking our year 2 and year 3 parents to drop off the children behind the KS1 building where they queued this morning. The change we are introducing is that there will be a stop line (see below) where staff will collect the child from a parent. **Parents will then need to leave the premises as quickly as possible.**
- Our F2 children will line up in the same place as this morning, but they will all now enter through the first classroom door (see red dot below) where staff will support them.

We hope the below diagram will help parents to be clear about allocated times and gates:



Unfortunately today we had a significant number of parents who arrived very early which caused obstructions on the pavement with people having to wait until their allocated time which delayed start times for most year groups. We were also very disappointed that many people were not observing appropriate social distancing and there were far too many adults bringing their children to school despite our procedures clearly stating only one adult per household should bring and collect their child / children. Quite a number of adults also stood around talking in groups after their children had gone into school which obstructed the pavements for other still queuing and significantly interfered with children getting into school.

We fully appreciate that today was the first day back for many of our children, so was going to be an anxious time for you all, but to help things run smoothly going forward we need to reiterate the following procedures.

- Children are to be brought to school by **one single adult**. Where possible for older children we are encouraging them to walk to school independently.
- **Please do not arrive early**, each year group must arrive at their allocated time.
- If you have more than one child, **all siblings to be dropped off together** with the youngest child and collected at the oldest child's allocated time.
- If possible, **we ask that parents walk to school** as there is not the space to park on the street outside school.
- After dropping your child off at school **please leave the premises and vacate the pavements outside of the school as quickly as possible** to allow for the next year group children to arrive.
- Remember if you need to speak to a member of staff, **please contact the school office** for support or ask for a message to be passed on and the class teacher will contact you.

Following the changes we have made today, senior leaders and other staff will be outside ensuring the above procedures are adhered to by all parents and carers. We are a very large primary school and yet despite this unfortunately have limited entrances to the school site so it is absolutely vital that we gain everyone's help in order to keep your children as safe as we can.

Thank you for your support,

Yours Sincerely,



Nicola Davies
Executive Headteacher



Emma Severn
Head of School



Nottinghamshire
County Council



SCHOOL
MEMBER

