

Nicola Davies – Executive Headteacher
Emma Severn – Head of School

t: (01623) 455920
e: office@suttonroad.org
w: www.suttonroad.org



**SUTTON ROAD PRIMARY
SCHOOL AND NURSERY**

**Sutton Road Primary
School and Nursery**

Mansfield
Nottinghamshire
NG18 5SF

3rd September 2020

Dear Parents/Carers,

Can we start by saying a massive **THANK YOU** for all your support in adhering to our procedures this morning. We saw no more than one adult bringing children from a family into school, we also saw better social distancing adhered to and an awful lot less people coming in cars. The difference hugely improved things for everyone compared to yesterday. 😊

As a staff we are extremely grateful to you all and hopeful that our procedures will become swifter the more we all get used to working together with you in this way at the start and end of each day.

A special thanks also goes to our Year 1 parents / carers who arrived for their earlier start time which was changed at short notice by us yesterday afternoon. You were brilliant!

Now an apology from us but amidst all the stress of getting all our children back, reviewing what occurred yesterday and then trying to rush information out to you all we have made a number of typos on the timings for some year groups on previous letters / texts which on this letter we can assure you have all now been corrected. So just to confirm:

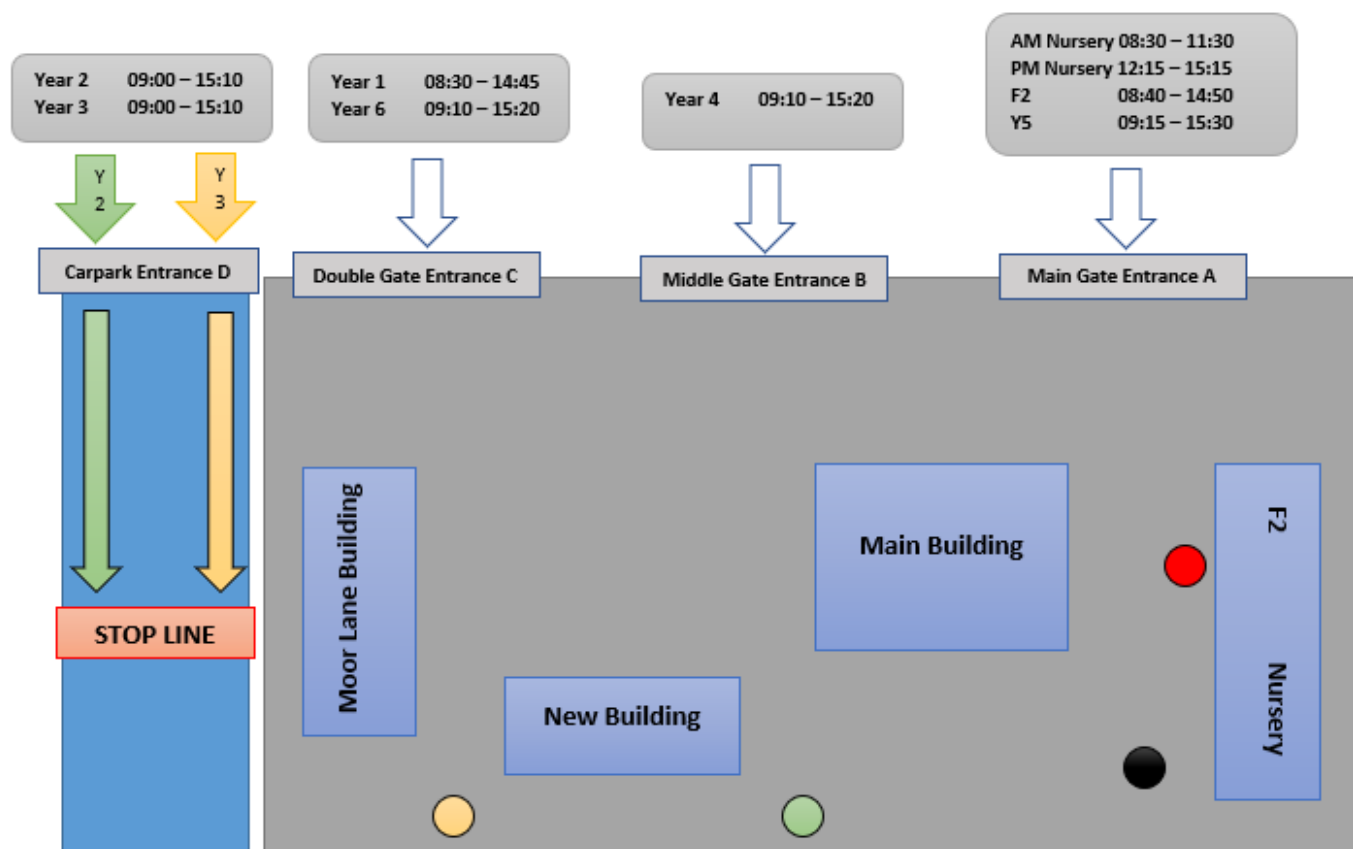
Year Group	Start Time	Finish Time	Entrance to Use
AM Nursery	08:30	11:30	Main Gate Entrance A
PM Nursery	12:15	15:15	Main Gate Entrance A
F2	08:40	14:50	Main Gate Entrance A
Y1	08:30	14:45	Double Gate Entrance C
Y2	09:00	15:10	Carpark Entrance D
Y3	09:00	15:10	Carpark Entrance D
Y4	09:10	15:20	Middle Gate Entrance B
Y5	09:15	15:30	Main Gate Entrance A
Y6	09:10	15:20	Double Gate Entrance C

We know this is still early days and only the 2nd day back of the new school year, so it is still crucial that we continue to have your help in continuing to adhere to the following:

- 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 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 via phone or email** for support or ask for a message to be passed on and the class teacher will contact you.
- If you have more than one child, **all siblings to be dropped off together** with the youngest child and when you are picking up siblings together at the end of the day then **they will all be dismissed from the year group who has the latest time amongst them**. E.g. if you have a Year 1 pupil and a PM Nursery pupil they will both be brought to you at Gate A where the PM Nursery children are dismissed from. If you have a Year 3 pupil and a Year 6 pupil they will both be brought to you at Entrance C where the Year 6 pupils are dismissed from.



Lastly please can we also urge you to send your children to school in an appropriate coat as the weather has definitely become wetter and when dismissing them at the end of the day outside and for their walk home they will need one.

Thank you again for your excellent support this morning and for working so much better with us as a staff.

Yours Sincerely,

N. Davin

Nicola Davies
Executive Headteacher

E. Severn

Emma Severn
Head of School