



Leppington, Birch Hill, Bracknell, RG12 7ZX
Headteacher: Michael Dillon B Ed (Hons) MA

Thursday, 03 September 2020

Dear Parent/Carer,

UPDATED DROP OFF/COLLECTION ARRANGEMENTS

As you will be aware, this morning was challenging and we are making changes to our plan starting this afternoon at collection.

To make this work, keep everyone safe and maintain social distancing we are operating a staggered start. Registration is at 8.50am for Y1-Y6.

It is very important that parents/carers keep to the following:-

- Arrive at the designated time for your child's year group.
- One adult only to drop off or collect
- Please ensure you and your family are maintaining social distancing whilst waiting.

We will close the whole car park outside school and the community centre whilst drop off and collection takes place. Please walk if you can, or park in the car park near the scout hut or in South Hill Park.

Changes to drop off in the morning

Year 5 and 6

No change. Children to use back gate to go to their class. The back gate will open at 8.30am and close at 8.40am. No adults on site.

Year 1, 2, 3 and 4

To minimise the queue on the road, we will open the bottom playground gates and create zones for year groups. For the first week there will be gazebos marking these out. Parents should come onto the bottom playground and find their zone and wait to be called. Children will walk through to the playground and their class. Adults will exit the playground through the same gate they entered.

Nursery and Reception

Families will use the main pedestrian gate and drop their children in the Reception garden.

Changes to pick up in the afternoon

Year 1,2,3,4,5,6

All parents collecting to queue in the bottom playground in their year group zone and when called, walk round the site using the one-way system to collect their child. There will be adults to direct to the right place. When you pick up your child, stay in the train tracks and your child will come to you. Please keep the line moving.

If your Year 5 or 6 child can leave school on their own, please email secretary@birchhillprimaryschool.co.uk to let us know. Your child will be released at the appropriate time via the back gate. Adults are not allowed to enter the site through the back gate as we have a one-way system operating.

Nursery and Reception

Families will use the main pedestrian gate and collect their children in the Reception garden and continue to walk round the site using the one way system to exit through the back gate.

Drop off times

If you have a sibling, please drop off your siblings at the **earlier** time.

Year Group	Time	Gate
Y5/6	8:30 - 8.40	Back Gate
Y3/4	8:30	Bottom playground gate
Y1/2	8:40	Bottom playground gate
Reception	9:00	Front Gate
Nursery	9:15	Front Gate

Pick up times

If you have siblings, please collect your siblings at the **earlier** time.

If you need to speak to your class teacher please contact the school office to arrange a telephone call.

Year Group	Time	Gate
Y5/6	3:20	Bottom playground gate
Y3/4	3:15	Bottom playground gate
Y1/2	3:10	Bottom playground gate
Reception	3:20	Front Gate
Nursery	3:20	Front Gate

Please do not come to the school office if you can give or information or can make an enquiry by phone or email.