

Sparsholt C. E. Primary School

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Friday, 13 September 2019

Dear Parents and Carers,

In an attempt to try and alleviate some of the congestion issues that are occurring at morning drop off and in an effort to improve our safeguarding practices, we would like to implement the following changes to the morning routine.

Entering the school grounds:

- Children in Willow Class should enter the school through the Main gate and be taken to the entrance of Willow class in the small playground.
- All other children should enter the school grounds through the back gate of the playground.

Where parents have a child in Willow class and other children in a different class, they may choose which entrance they wish to use dependant on which child they are dropping first.

When leaving the school grounds, we request that parents use the same gate used on arrival.

Children will be now be able to come into class as soon as they arrive any time between **8.40am and 8.55am.**

Registration will close at 8.55am and any children arriving after this time will be marked as late.

- Children in Willow Class should come into the school building through the door into Willow class off of the small playground.
- Children in Beech Class should come into the school building through the Beech Class door off of the large playground.
- Children in Oak Class should come into the school building through the Oak Class door off of the large playground.
- Children in Rowan Class should come into class through the entrance to Rowan Class in the covered area (D).
- Children in Maple Class should come in through Beech Class door off of the large playground and then proceed to Maple Class.
- Children who arrive on the bus will be taken straight into the school building via the Main entrance by the members of staff meeting them.

As previously, both gates will be open from 8.30am however we request that parents take responsibility for their children until they enter the school building.

Please note children should not be on site before 8.30am.



The rationale of having a 15-minute period in which children can come into school is to stagger arrival times hopefully alleviating the number of vehicles using the Community car park at one time. We would request that parents leave the car park as soon as possible after drop off to facilitate the flow of vehicles in and out of the car park.

We appreciate your help with these new arrangements and hope that they assist with the safe and smooth arrival of children in the morning.

Kind regards

Elizabeth Hanratty

Head Teacher