

## **IMPORTANT INFORMATION REGARDING DROP OFF AND PICK UP**

The first day at Ysgol Derwen following Covid 19 guidance was very different to the normal start of term! The day ran smoothly so a huge thanks to the staff, pupils and parents for helping make this possible.

The first few weeks will be a good test for the new procedures with adjustments made where necessary. Schools do need to have a staggered start and end to avoid congestion and we tried this initially with 10-minute intervals for each "Group Bubble". This has worked well with parents and pupils arriving at the allocated times. We had anticipated that there would be a few teething issues at the start of term and children would take time getting used to their new routines.

Thanks to the large number of children who attended the "check in" sessions before the summer holiday (75% attendance at Derwen compared to 40% in many schools across Flintshire). The children have settled into the new routine as if they have always done things this way. Thanks to everyone adhering to these set times the children have been arriving on time and have entered the school without any fuss.

I do not want to keep parents waiting outside the school for prolonged periods of time, so I aim to shorten the drop off and pick up times. We hope to get all statutory age children (Reception to Year 6) in the school by 9am.

New proposed school start times will be staggered between 8.40am and 8.55am which should lead to less time waiting outside the school for parents with children in different "Group Bubbles".

Please do not send your child to school before 8.40am (Years 5 & 6) as there will be no one to look after them. Please be aware that if a child had an accident on the yard whilst unsupervised in the morning, a member of staff would have to wear full PPE to deal with it.

### **Bubbles (Contact Groups)**

The contact groups will remain the same within the school and will continue to have staggered start and pick up times and will also have separate break and lunch times.

### **Contact Groups:**

- Group 1 - Reception and Nursery
- Group 2 - Year 1 and 2
- Group 3 - Year 3 and 4

- Group 4 - Year 5 and 6

### **Arrival and Collection From Wednesday September 9<sup>th</sup> 2020**

- Parents will be asked to restrict number of people accompanying child to school to one adult where possible.
- All parents, visitors and contractors will not be allowed on site without a pre-arranged appointment for the foreseeable future.
- Parents will be allocated a drop-off and collection time and asked to keep to these in order to ensure this traditionally busy period of the day is kept to a minimum. In the weeks before the holiday the staggered drop-off and collection times worked very well with the added impact of less traffic around the school at any given time.
- Parents will be asked to refrain from gathering in large groups outside with other parents and move away from the site as soon as possible.
- Parents will be asked to only be on site for the essential amount of time and not wait on site for extended periods before drop-off and pick up.
- Please do not send your child to school before their allocated time to "play on the yard" as there will be no staff to supervise them.

	Drop Off Time	Pick Up Time
Group 1 - Nursery*	9am	11.30am
Group 1 - Reception**	8.55am	3pm
Group 2 - Year 1 and 2	8.50am	2.50pm
Group 3 - Year 3 and 4	8.45am	2.45pm
Group 4 - Year 5 and 6	8.40am	2.40pm

Each drop off and pick up will last for 5 minutes

**Pick up for Years 1 to 6 Only .**

Pick up took longer than expected yesterday mostly due to two classes queuing behind each other. From Wednesday September 9<sup>th</sup> we will hand over the children from both the main gate and the car park gate to try to speed the pick-up process.

We will trial this out today (Tuesday) but at the original pick up times.

	<b><u>Pick Up Time</u></b> <b><u>From Wednesday September 9<sup>th</sup></u></b>
Group 1 - Nursery*	11.30am From Nursery Exit
Group 1 - Reception**	3pm From Car Park
Group 2 - Year 1	2.50pm From Car Park Gate
Group 2 - Year 2	2.50pm From Main Gate
Group 3 - Year 3	2.45pm From Main Gate
Group 3 - Year 4	2.45pm From Car Park Gate
Group 4 - Year 5	2.40pm From Car Park Gate
Group 4 - Year 6	2.40pm From Main Gate

**\*Nursery Drop Off and Pick Up only**

Nursery parents can drop off their child with the Nursery Staff at the Nursery exit door (located to the right of the main school entrance) each morning at 9am, and wait for the children to be handed over by a member of staff at 11.30am outside the same door. Please adhere to social distancing while on the school site and keep at least 2m away from the school door and each other.

### **Nursery Start Dates**

14th September - Group 1(Surnames A to J)

15th September - Group 2(Surnames K to Z)

16th September - Group 1(Surnames A to J)

17th September - Group 2(Surnames K to Z)

18th September - From Friday September 18th, ALL children in Nursery will start Morning Sessions

### **\*\*Reception Drop Off and Pick Up only**

Reception parents can drop off their child by entering the school grounds through the car park entrance and handing over their child to a member of staff who will greet them by the main gate. Once you have dropped off your child please leave through the front gate. At the end of the day Reception parents can pick up their child at 3pm. Please enter the school grounds through the car park gate, wait within the coned off area away from the cars and make sure you are visible to the staff members at the door (Nursery exit door located to the right of the main school entrance). The children will then be handed over to each parent within the school grounds. Once you have collected your child please vacate the premises through the main gate. Hopefully this will be safer than handing over next to a busy road.

Please adhere to social distancing while on the school site.

I hope that these new procedures will speed up the drop off and pick up times meaning less waiting times for parents allowing for greater social distancing during this very busy period of the school day. Please do your best to keep to the allocated times so each Group Bubble enters and exits the school smoothly. I will keep monitoring the procedures at the start and end of each day to try and ensure parents are not having to stay.

Thank you all for your continued support during these very difficult times.

R Jones