

# Seghill First School

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Headteacher: Miss T Chappell



09 September 2020

Dear Parents and Carers of children in Orange class Reception and Nursery and Yellow class Year 1

## **Proposed change to drop off and collection arrangements**

Thank you for following our one way system to drop off and collect your child. I know it takes a bit of time to get in and out of the site and I appreciate your patience. To try to improve our system, we are introducing a new route for orange class Reception and Nursery parents and children. The purpose of the new route is to-

- reduce congestion at both pick up and drop off time;
- allow parents to exit the site more quickly;
- allow parents to take children to other classrooms more quickly;
- allow for more social distancing.

A map of the new route and instructions are attached.

Please use the existing arrangements when you drop off the children tomorrow morning. **We are going to try out the new route on Friday afternoon when the children are collected at 1:15pm. If this is successful, we will implement this new route from Monday 14 September.**

## **Drop off and collection arrangements for orange class Reception children**

Enter via the gate on Barrass Avenue.

Walk down the drive towards the gate into the Early Years garden. **DO NOT ENTER THE EARLY YEARS GARDEN.**

**TURN RIGHT** and follow the path that goes around the outside of the Early Years garden.

Enter the Early Years garden via the gate.

Follow the path around the raised beds around to where you meet the fence again.

Follow the path to the orange class classroom door.

Leave your child at the door with a member of staff.

Walk past the yellow class classroom door, avoiding parents and children in yellow class.

Leave the Early Years garden via the exit gate.

Follow around the outside of the kitchen and use the path in front of blue class classroom until to reach the yard. Drop of children at blue class classroom if required.

If you have no more children to drop off, leave the site by crossing the top yard and the gate onto Barrass Avenue.

If you have more children to drop off, follow the path around the outside of the school and drop off at green class classroom or red class classroom.

Exit directly onto Cheviot View. Please do not go back onto the top yard.

## **Drop off arrangements for orange class Nursery children**

Exactly the same as for orange class Reception children listed above.

## **Collection arrangements for orange class Nursery children**

Enter via the gate on Barrass Avenue.

Walk down the drive towards the gate into the Early Years garden. **DO NOT ENTER THE EARLY YEARS GARDEN.**

TURN RIGHT and follow the path that goes around the outside of the Early Years garden.  
Enter the Early Years garden via the gate.  
Follow the path around the raised beds around to where you meet the fence again.  
Follow the path to the orange class classroom door.  
Collect your child from the door from a member of staff.  
Walk past the yellow class classroom door, avoiding parents and children in yellow class.  
Leave the Early Years garden via the exit gate.  
Walk back up the drive and leave via the gate.  
This gate is usually for entry only, but can be used when Nursery children leave at 11:45am as all of the children are from the same class.

**Drop off and collection arrangements for yellow class Year 1 children- NO CHANGE TO CURRENT ARRANGEMENTS**

Enter via the gate on Barrass Avenue.  
Walk down the drive towards the gate into the Early Years garden.  
Enter the Early Years garden via the gate.  
Walk towards the two wooden poles.  
TURN LEFT and follow the path to the yellow class classroom door.  
Leave your child at the door with a member of staff.  
Leave the Early Years garden via the exit gate, avoiding parents in orange class.  
Follow around the outside of the kitchen and use the path in front of blue class classroom until to reach the yard. Drop of children at blue class classroom if required.  
If you have no more children to drop off, leave the site by crossing the top yard and the gate onto Barrass Avenue.  
If you have more children to drop off, follow the path around the outside of the school and drop off at green class classroom or red class classroom.  
Exit directly onto Cheviot View. Please do not go back onto the top yard.

Please look at the arrows on the map and they will show you which route to follow. We will give it a try tomorrow afternoon and see how it goes. Staff will be there direct you on Friday.

Yours sincerely

Miss Chappell  
Headteacher