



PANSHANGER PRIMARY SCHOOL

Headteacher: Mrs Sarah Holt BEd (Hons.)

Friday 4th September 2020

Dear Parents and Carers,

Thank you to everyone for their patience as we all get used to the new 'normal' in schools. 'Drop off' and 'pick up' is something we are working on and the rain yesterday certainly did not help.

Now that the whole school has returned, we are trying to manage the arrival and departure of a larger number of children. This may take time to run smoothly.

I would be very grateful if just one adult can come to school as this will significantly reduce numbers on site. Please make the children aware of who is picking them up at the end of the day as it will take time for the staff to recognise each parent. It would also help if parents could stand separately so the children / staff can easily pick them out.

Please can parents try not to congregate at the entrance to the main driveway or at the side entrance to the school. Arriving on time for your designated drop off and pick up times would help ease congestion. If you are waiting for your time slot outside the school gates, please make adequate space available for those arriving before you (adhering to social distancing rules).

If we have written permission from a parent / carer, children in years 5 and 6 can walk to and from school by themselves. Please email the office if you wish your child to do this.

For children arriving in the morning through the main driveway entrance, staff will wait by the main building. Year 6 are the first class in and they can be dropped off from 8.25am when a member of staff will be outside. Should a parent wish to speak to a member of staff they are very welcome to come down the drive otherwise it would be easier if parents left the site straight away.

Parents and children should walk down the main driveway and parents should leave using the path to the small pedestrian gate.

Panshanger Primary School

Daniells, WGC, Herts. AL7 1QY Tel: 01707 328846, Fax: 01707 393543, E-mail: admin@panshanger.herts.sch.uk

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As soon as all the year 6 children are present they will walk round to their classroom. At this point the driveway will be free and year 3 parents / children can start to come in. The children can begin to group together near to the school building and parents can wait until a member of staff is present. The children should be ready to go to the classroom at 8.35am and the parents should leave using the path to the small pedestrian gate leaving the main driveway free for the next group which is year 1 who will be collected at 8.40 am.

Using the side gate, year 5 can come directly onto the playground where Mrs Kay will collect them at 8.30am. The next group is year 4, if parents and children are at school a little early they can wait on the grassy area until year 5 are ready to leave the playground and then move onto the playground to be collected by Mrs Burt at 8.35am. The same applies to year 2 who should be ready to be collected at 8.40am by Mrs Waring.

We have only left 5 minute intervals between the groups as we did not want to take away from the teaching time.

This is very hard for parents who have children being picked up from different entrances and we do understand that but if we all work together I am sure we can make the new system work.

Please email / ring the school office if we can help in any way.

Best wishes,
Mrs Sarah Holt
(Headteacher)

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