



**Believe
to Achieve**



Dear Parents and Carers,

I hope this letter greets you safe and well.

I would like to clarify some key procedures in light of the first couple of days back at school.

Firstly, thank you to all of you for sending your children back to school. It is wonderful to see them all and it has been a wonderfully positive start to the term.

Unfortunately at the start and end of the day staff will not be available for conversations, therefore if you wish to ask questions or pass on information, please do so by using the year group email address related to your child's year group, e.g. year1@kates-hill.dudley.sch.uk or the office at info@kates-hill.dudley.sch.uk or phone the school office who will pass messages on for the most appropriate adult to get back to you.

Can I remind you of the strict arrival and departure times in case you have misplaced your original letter?

Start and finish times and entrances

It is vitally important that everybody sticks to these times and entrances in order to ensure maximum safety.

Whichever entrance you come into school by, you will leave by the same one.

Please remain 2 metres apart where possible when outside the school gates and coming onto the school site. You can spread out on the playground to avoid congestion.

If you wish to use a mask whilst waiting to enter school or whilst you are in the playground that is your choice and will be accepted and supported.

Please be aware of the main roads and try not to block the gates so people can enter and exit freely.

All gates will be locked at 9.05pm. If you are late, you will need to go to the main entrance and wait for the office staff to let you in. You will not be let in via another entrance.

If you have children in different year groups that need to be picked up at the same time, pick your youngest child up first.

Only ONE parent must bring their child into school to avoid congestion.

Main School Gate (onto the playground, by the climbing frame)

Year 1 and 6 8.45am – 3.00pm.

Year 1 are to be brought onto the school site by one parent and drop them off at the coned area outside of Year 1 classrooms. Please drop them off and leave immediately.

Year 6 are to be dropped off at the main gate (leading to the reception area) where they will be met and escorted through to the back door of their classrooms immediately. They will leave through the same gate.

Year 2 8.55am – 3.15pm. Please do not line up until exactly 8.55. Year 2 are to be brought into the school site by one parent and positioned next to the gazebo. This will be used as a holding bay whilst Year 1 parents vacate. This will be used to stop the lining up on the road. Please drop them off and leave immediately.

Side Gate (near bus lane/used for school trips)

Year 3 9.00 – 3.15pm. Could you form a line 2m apart down Peel Street. Year 3 will enter by themselves through the side entrance of the school and go straight to the MUGA area where they will line up and be escorted by their teachers to their classrooms. Please drop them off and move immediately to make way for other pupils who need to enter.

Back Car park Entrance (accessible via Owen Street)

Please socially distance when waiting for the gates to be open in an orderly fashion and respect each other at all times.

Year 4 8.45 – 3.00pm. Year 4 will enter the gates and go straight into their classrooms via their outside fire doors.

Year 5 8.50 – 3.05pm. Year 5 will enter the gates and 5M will use their fire door and 5S will be greeted by the back doors to go into school.

Main School Entrance via Office

Inclusion Pupils 9.00am – 3pm. These pupils will be greeted by their teacher and escorted to the Inclusion Room.

Back Car park gate

Reception 9.00am – 3.00pm (from Monday 7th September)

Reception Transition with parents:

Thursday 3rd Sept – RW children

Friday 4th Sept – RM children

Monday 7th Sept- RW to stay 8.40-11.40

Tuesday 8th Sept – RM to stay 8.40- 11.40

Wed 9th Sept- All children to stay for lunch 8.40-1.00pm

Thu 10th Sept- All children in full time

Fri 11th Sept- All children in full time

Nursery Side Gate

Nursery am 8:30am – 11:30 (from Thursday 10th September for existing nursery only)

Nursery pm 12.30- 3.30pm (from Thursday 10th September for existing nursery only)

Lunches

Can I remind you that grab bags are provided for all FSM pupils but they do need to bring a drink in a plastic bottle.

Packed lunches and a drink need to be provided for everybody else. If you provide them with anything that requires cutlery, please could you provide your own? Please do not bring a school bag.

The final thing to say is that this way of working will be constantly reviewed and changes made, if we see fit, in order to benefit pupils and enhance safety.

We are all adjusting and learning to live this 'new normal' and we will continue to communicate any changes and information with you. Therefore, please be sure to have our 'Parent Hub' app as this is our main form of instant communication to you.

Take good care and stay safe.

Mrs K. Harvey
Headteacher