



Friday 23rd October 2020

Executive Head: Mrs M. Mohamed BSC.HONS, LPSH, PGCE, PG.DIP

Head Teacher: Mrs D. Ghafori

Dear Parents,

Re: Change of Classroom for Year 4 & 5

Change of Collection and Drop-Off Points for Year 4 & Year 5

Assalamu Alaikum,

We hope this letter reaches you in the best of health and Imaan.

As you know we are continuously reviewing our health and safety risk assessment to ensure we keep all our pupils and staff as safe as possible.

With this in mind we have decided to swap the **Year 4** and **Year 5** classrooms. **Year 4** will move into the **Year 5** classroom as it is much bigger and able to house a class of 24 pupils.

Therefore, on returning to school after the half term, **Year 6** and **Year 4** will become a 'bubble' and **Year 5** and **Year 3** will become a 'bubble'. The change in bubbles will in turn affect the drop off and collection points.

- Parents of **Year 5** to drop off and pick up their children from the main gate in the staff car park.
- Children in **Year 4** will need to be dropped at the side gate near the Nursery in the morning at 8.30am and **collected from the car park double gates at 3.15pm.**

The double gate in the car park*, our fire exit, is an additional gate that will be used - for collection only - at the end of the school day. The purpose is to lessen congestion near the side gate which more parents/pupils are using now that our new Nursery children have joined us.





Reminder

- If you are waiting to pick up your child/children please keep a distance of 2m from other adults.
- Please ensure you wear a face mask when collecting your child/children
- We continue to ask parents to drop and pick up their children on time (see table below).

REVISED DROP –OFF AND COLLECTION TABLE

Bubble	Drop-Off	Access Gate	Building entrance Route to classroom	Collection Time / Access Gate
KS2 (Y4&Y6)	8:30 – 8:40	Side Gate near Nursery	<i>Back door</i> Up staff staircase straight to classroom	3:15pm Staff car park double gates *
KS2 (Y3&Y5)	8:30 – 8:40	Main Gate from staff car park	<i>Dining room</i> Up main staircase straight to classroom	3:15pm Main Gate
KS1 (Y1&Y2)	8:45 – 8:55	Side Gate near Nursery	<i>Back door</i> Straight to classroom	3:30pm Side Gate
R	8:45 – 8:55	Main Gate from staff car park	<i>Nursery playground gate</i> Through nursery playground straight into Reception classroom	3:30pm Main Gate
N	8:50 – 9:00	Side Gate near Nursery	<i>Nursery ramp</i> Straight into Nursery classroom	3:30pm Side Gate

Jazak'Allah khair for your continuing support.

Wasalaam

Mrs D. Ghafori
Head Teacher

