Wivelsfield Primary School
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www.wivelsfield.org
Headteacher: Mrs H Smith BA Hons NPQH

2nd October, 2020

Dear Parents and Carers,

Parents Evenings:

Tuesday 20th October 4.00pm – 6.00pm
Wednesday 21st October 5.00pm – 7.00pm
Thursday 22nd October 4.00pm – 6.00pm

This term, our parents' evenings will be held by a phone consultation with your child's class teacher. As with face to face meetings, each consultation will last for up to 10 minutes and the class teacher will call you at the booked time.

From **Friday 9th October**, you will be able to book your phone consultation time via a link on our website. Mrs Milton will send out any instructions for this next week.

Drop Off and Collection Arrangements
We have been reviewing what works well and what we need to improve around drop off and collection arrangements. We are particularly mindful of the inevitable change in the weather and in the morning want to get children into school as quickly as possible, but of course still keep them in their class bubbles in the building. Please see the table below for the new timings and arrangements: there are changes for several classes for drop off but we have not made any changes for collection. Changes are in red.

These changes will take effect from **Monday 5th October:**

- Owls and Otters will line up at the same time, in separate places, and teachers for both classes will come out at **8.40 am.** Owls will be taken in first, with Otters following immediately after and using a different entrance.
- Badgers and Foxes will line up at the same time, in separate places, and teachers for both classes will come out at **8.45am**. Badgers will be taken in first with Foxes following immediately after and using a different entrance. On occasions, classes may have to wait a minute or two, if children from Owls or Otters are still in the cloakroom space.

	Drop – off		Collection	
Owls	KS2 gate	8.40 am	Leave on their own/ KS2 gate	3.15 pm
Badgers	KS2 gate	8.45 am	Leave on their own/ KS2 gate	3.15 pm
Otters	KS2 gate	8.40 am	KS2 gate	3.10 pm
Foxes	KS2 gate	8.45 am	KS2 gate	3.10 pm
Rabbits	Main entrance	8.40 am	KS2 gate	3.05 pm
Hedgehogs	YR/KS1entrance	8.40 am	KS2 gate	3.05 pm
Robins	YR/KS1 entrance	8.45 am	Main entrance	3.00.pm

- The school building gates will remain open until 8.55 each morning, but please try to arrive at your child's allocated time.
- At the end of the day, when you see your child's class come out, rather than waving from a distance, please move forward into the part of the car park designated for staff and disabled parking. It is difficult for teachers to easily identify different parents when you are at a distance. This should help us to dismiss each class more quickly.
- I have really enjoyed meeting several of your beautifully behaved dogs in the car park. However, they are not actually permitted anywhere on school grounds, so please leave them tied outside the pedestrian gate. Thank you.
- To more easily enable social distancing, I would appreciate it of only one parent, carer or grandparent came onto the school premises each end of the school day.

One-way system for Robins and Hedgehogs Parents and Carers

We realise it is almost impossible for parents to maintain a social distance when passing each other at drop off by the Key Stage One gate, so from Monday we will trial a one-way system.

Please line up in the usual way with your child, but once you have handed them over to school staff, leave by the double gates (circled blue in the photo), then back in to the school car park through the cones at the main entrance. You can then leave the school by the usual gate. Please be aware that the school bus will be using the main entrance in the morning. We will be making a temporary woodchip path across the grass to the gate, but if you have a push chair with you, you may still prefer to use the usual path.

Thank you for our ongoing support.

Kind regards,

Helen M. Smith

Helen Smith
Headteacher