



*St Francis of Assisi  
Church of England Primary School*  
*“Live, love and learn together in the light of Christ.”*

Monday 24<sup>th</sup> August, 2020

**Dropping off, picking up and one-way system**

Dear Parents/Carers,

Please see the attached plan detailing the one-way system and classrooms for each class/teacher. During our phased re-opening, we had a one-way system which supported social distancing for parents/carers and families when dropping off and picking up. As we open for all year groups, it is going to be trickier to keep different families and pupils apart. We have decided to keep this one-way system in place. There are some areas that have an increased risk of congestion which have been stated on the plan. Please be mindful of this when dropping off or picking up.

- **Entry to school will be from the playground gates (Playground Entrance A or Playground Entrance B) and exit will be from the car park gates (both red and blue routes).**
- **Please adhere to the red or blue routes depending on which class your child is in and to the one-way system. There will be red and blue arrows to support you.**
- **If you have two children, please chose which route would be the easiest where you do not need to walk back in the opposite direction and against the flow of parents.**
- **If it is not possible to drop off both children, please drop off your oldest child at the school office at the appropriate time.**

	Drop off	Pick Up	Door (SEE PLAN)
Nursery – Beginning and End of the Week	Between 8.45 and 9.15 a.m.	Between 3 and 3.30 p.m.	Nursery play area door
Reception – Miss Gibson (REC CG)	8.45-9 a.m.	3-3.15 p.m.	Reception play area
Reception – Mrs Watson/Mrs Shaw (REC MW/CS)	9 a.m.-9.15 a.m.	3.15-3.30 p.m.	Reception play area
Year 1 – Miss Moffat (Y1 CM)	8.45-9 a.m.	3-3.15 p.m.	Y1 classroom fire door
Year 1 – Mrs Williams (Y1 JW)	9 a.m.-9.15 a.m.	3.15-3.30 p.m.	Y1 classroom fire door
Year 2 – Mrs Hughes (Y1 DH)	8.45-9 a.m.	3-3.15 p.m.	Y2 classroom fire door
Year 2 – Miss Dale (Y2 CD)	9 a.m.-9.15 a.m.	3.15-3.30 p.m.	Y2 classroom fire door
Year 3 – Miss Lacy (Y3 CL)	8.45-9 a.m.	3-3.15 p.m.	Back staircase (near Nursery entrance)
Year 3 – Miss Johnson (Y3 HJ)	9 a.m.-9.15 a.m.	3.15-3.30 p.m.	Back staircase (near Nursery entrance)
Year 4 – Mrs Lauder (Y4 JL)	8.45-9 a.m.	3-3.15 p.m.	Front staircase (near Y2 classroom)
Year 4 – Miss Brazier/Mrs Simpson (Y4 RB/ES)	9 a.m.-9.15 a.m.	3.15-3.30 p.m.	Front staircase (near Y2 classroom)
Year 5 – Mrs Watt (Y5 SW)	8.45-9 a.m.	3-3.15 p.m.	Y5 classroom fire door
Year 5 – Miss Muirhead (Y5 LM)	9 a.m.-9.15 a.m.	3.15-3.30 p.m.	Y5 classroom fire door
Year 6 – Mr Taylor Y6 (LT)	8.45-9 a.m.	3-3.15 p.m.	Y6 classroom fire door
Year 6 – Mrs Davies (Y6 MD)	9 a.m.-9.15 a.m.	3.15-3.30 p.m.	Y6 classroom fire door

- **If you have more than one child, who should be dropped off at different times - then please aim for a mid-time of 9:00.**
- **If you have a child/children who need to be dropped off at the early time only – please arrive at the early part of the slot.**

W: [www.stfrancis.dalesmat.org](http://www.stfrancis.dalesmat.org) E: [admin@stfrancispri.dalesmat.org](mailto:admin@stfrancispri.dalesmat.org) T: 01642 769942

St Francis of Assisi C of E Primary School | Lowfields Avenue | Ingleby Barwick | Stockton-on-Tees | TS17 5GA

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- **If you have a child/children who need to be dropped off at the late time only – please arrive for the late slot.**
- **Please keep to the timings as above. Pupils should not be coming into school at differing times to those stated. Pick up times should follow the same pattern – 3.15 p.m. is the mid-time if you have more than one child.**
- **Please do not congregate with other families or parents around or in the school grounds.**
- **Please arrive on time. If your child walks to school by themselves (Upper KS2 only), please ensure they arrive at the correct times.**
- **Be mindful of where you park to support with dropping off or getting back to your car through the use of the one-way system.**
- **Classroom doors will be open throughout the 15 minute time period. Please send your child straight into the classroom, they will not need to queue.**
- **If there is a need to queue for any reason, please stay 2m away from other families.**
- **Parents will not be able to enter the classrooms. If you need anything at all, please contact the school office on 01642 769942 or via email at [admin@stfrancispri.dalesmat.org](mailto:admin@stfrancispri.dalesmat.org) and we will pass information onto the class teacher as soon as we can.**

**School opens for pupils in Years 1-6 on Wednesday 2<sup>nd</sup> September.** Start dates for pupils in Nursery and Reception has been emailed out.

I am also re-sending the letter from the end of term which details information such as school uniform, health and hygiene, school curriculum, classroom organization and after school clubs so please read carefully and, if you have any questions at all, please do not hesitate to contact school. In addition, please check that you have completed the following:

- Questionnaire regarding your child’s well-being – letter emailed on 13<sup>th</sup> August.
- Meal order forms for pupils in Nursery-Y2 (KS2 can choose their own unless you wish to choose with/for them) – letter emailed on 12<sup>th</sup> August.
- Medical information if this has not already been sent in – see email from Mrs Evans and Miss Pickering.
- Checked your personal details on BromCom to ensure that telephone numbers, contact details and email addresses are up to date. Any changes, please email school. We would appreciate at least two emergency contacts.

I hope that this information is beneficial. The first few weeks will be a period of trial and possible alterations so please bear with us until we are all back into the school routine. Thank you so much for your continued support at this time. We can’t wait to see you all very soon!

Louise Probets  
(Headteacher)