



WESTFIELD PRIMARY SCHOOL



15th September 2020

Dear Parents and Carers,

It has been great to see everyone so excited to be back in school - however, there are just a few things that **we need to ask your help with** to make the drop off and pick as smooth and as safe as possible.

It is all of our responsibility to stick to the guidance issued by government, as well as common sense safety around a school. So, we all need to work together in our community to make sure we all stay safe and keep our school open.

Unfortunately, it is becoming apparent that at collection times in particular, the social distancing rules are openly not being maintained by all parents and that **some** people are being less considerate about safety. These certainly are very unusual times for us all and it is even more important that you work together to make sure your children and family are safe.

Social Distancing

We appreciate that drop off and pick up times can be challenging and you may find yourself struggling to social distance from those around you. You may have to move away from your exit and await a clear spot. **Please do not stand in the road to wait, this is dangerous for both you and those around you.** As soon as you have your child, please move away. If you want to chat and socialise please do this away from the school following government guidelines.



Timings and exits at the end of the day

Please arrive at the allotted time for pick up- **please don't arrive here earlier than necessary**, thus reducing the amount of waiting time. After collecting please move away from the school immediately. Please be aware of those around you and don't block the entrances/ exits for other's collecting.

Bags

We are trying to lessen the amount of things coming in and out of school, to help prevent transmission. Please do not send children to school with bags that just aren't needed - we have nowhere in school to store them. Children cannot access the cloakrooms where they would usually keep their bags so please do not send them to school with a bag.

Parking

You are risking the safety of children and other adults if you park along the school roads. Please use the car park in Adult Education if you need to drive to school. Do not ask your children to jump out or jump in your car as you pull over. Do not stop and wait along the road or mount the pavement as this puts people's lives at risk. Do not park on the yellow zig-zag lines outside of the school gate. If you can walk and then swiftly move away after drop off and collection, this will reduce the congestion.

Please support the school in trying to keep everyone safe.



Unfortunately, there is no easy solution to this situation. However, to help at this unusual time we have put into place many new and amended procedures, listed below:

- Staggered start and finish times to the school day (allowing parents to stagger the time they arrive at school - **parents do need to ensure they do not linger around the school at these times**).
- In addition to staggered finish times, the school has **allocated 5 different exit gates**, to allow for social distancing.
- Year 5 and 6 leave school by themselves, unless their parents have informed the school in writing that they are going to pick them up. This allows for less parents at the school gates, children can either walk home by themselves or parents can arrange a meeting place further away from school and then walk their children home.
- The Adult Education car park is open for parents to use, meaning **parents do not need to stop on the road outside school**. They can park in the car park and walk around to their child's designated exit.

The children have adapted brilliantly to the new procedures and rules around school, we are very proud of them. For those of you who follow all the new guidance and are working to ensure you and the children stay safe outside the school gate - thank you!

Kind regards

Karyn Hing
Head Teacher