



Shotton Hall Primary and Pre-School

Working together to

SHINE

Successful, Happy, Inspired and Nurtured towards Excellence

6.7.2020

Dear Parents and Carers,

I write to you with further details of how to collect your child from school. I distributed a letter asking for a response from you on Friday regarding collection and hope you have all received this.

Below is a grid showing where your child will be delivered to you and at what time. We have 350 pupils on site so please do not come to school before your allotted time to avoid congestion.

Please wait at a distance so your child can see you and do not crowd the entrance. It would be a good idea to agree with your child a place you will be standing.

We have staggered exit times to make sure there is as little congestion as possible so we politely request that you leave as soon as you have collected your child so other parents can find theirs.

Time	Class	Area	Teacher /Assistant	Parents /carers
3.05	Class 1	concourse	Mrs Habicht Mrs Hoyland	Please wait on the outer edge of the concourse
3.05	Class 2	concourse	Ms Hardy Mrs Lockey	
3.10	Class 3	MUGA	Mrs MCKitten Mrs Hoyland	Please wait in the MUGA
3.10	Class 4	MUGA	C McCoy Mrs Sinclair	
3.15	Class 5	Waveney/Passfield	Mrs Hext Ms Holcroft	Wait inside the Waveney gate OR on the Passfield concourse at the top of the steps
3.15	Class 6	Waveney/Passfield	Mrs Box Mrs Henry	
3.20	Class 7	Waveney/Passfield	Ms Elwick Mrs Suter	Wait inside the Waveney gate OR on the Passfield concourse at the top of the steps
3.20	Class 8	Waveney/Passfield	Mrs Egglestone Mrs Smith	
3.25	Class 9	Waveney/Passfield/alone	Mrs Sands Mrs Pearson	Wait inside the Waveney gate OR on the Passfield concourse at the top of the steps
3.25	Class 10	Waveney/Passfield/alone	Mrs Scollen Mrs Caden	

3.25	Class 11	Waveney/Passfield/alone	Mrs Gilmour Ms Metcalfe	Wait inside the Waveney gate OR on the Passfield concourse at the top of the steps
3.25	Class 12	Waveney/Passfield/alone	Mrs Carr Mr Scorer	

After School Club and Breakfast Club

Following careful consideration of the guidance it has been agreed by the governing body that we will not be running this service in the foreseeable future as our priority is to ensure we are keeping all pupils as safe as possible during the core hours of 9 am -3.15 pm. Outside the core hours we have extended our school day for safe drop off and collection.

We recognise that this may cause some difficulties with some parents and hope you understand that we are working in extremely difficult circumstances. It is my intention to review the restart of these clubs in the new year however, this is likely to be a different arrangement than we had in the past. I will contact you with further details nearer the time.

Our Bagel project will be running so no child goes hungry at the start of their school day.

Regards

Anita Boyd

Headteacher