



HILLINGDON PRIMARY SCHOOL

Learning and Achieving Together

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Week Beginning Monday 21st September 2020

Reception to Year 6 Arrival and Dismissal Arrangements

(Nursery children have their own personalised start and finish times for this week.)

Dear Parents and Carers,

Thank-you to all members of our school community who have worked together and followed our new routines so that we keep each other and mostly importantly the children safe, secure and happy. We have appreciated your support, patience, good humour and flexibility at what we know continues to be a difficult time for us all.

Now that we have established new routines for arrival and dismissal we are aiming to decrease the amount of time it takes to arrive and dismiss. Please be reassured that we continue to have time slots for arrival and dismissal. Your child should arrive at any time during that time slot. We will be ready to dismiss at any time during that time slot. These time slots have been designed for parents to easily 'drop off' and collect more than one child.

PLEASE KEEP TO THE TIMES SO THAT WE MINIMISE THE NUMBERS ON THE SCHOOL SITE.

In order for us to manage the premises safely we ask the following:

- All parents and children to follow the one way system UNLESS there are exceptional circumstances. If there are exceptional circumstances you must first discuss them with a member of the senior leadership team who is on duty at these times.



A member of the Elliot Foundation Academy Trust

- Parents who have a child in Reception or Year 1 must take their child to these classes OR they will need to walk the one way system again.
- Parents who have a child in Reception or Year 1 must collect their child first OR they will need to walk the one way system again.

There will be staff on duty at arrival and dismissal times. We are here to provide support and help. Please do ask us if we can help further.

Arrival and dismissal

- Please make sure your child has a raincoat with a hood as they may be waiting to enter the school at the correct time and some of the dismissal points are in the playground.
- **Please make reference to the start and finish times below - it is important we all keep to these times.**
- The times have been arranged so that parents with two plus children do not have a long wait. Parents can remain on the premises if they have to wait for a short period. Please continue to practise social distancing.

Year Group	Arrival Time Students should come into school at any time during this time slot.	Dismissal Time Parents can collect their child at any time during this time slot.
Key Stage 2 Please do not arrive before 8.30 am.		
Year 6	8.30 am to 9.00 am	3.20 pm to 3.30 pm
Year 5	8.30 am to 9.00 am	3.20 pm to 3.30 pm
Year 4 and Year 3	8.30 am to 9.00 am	3.00 pm to 3.20 pm
Reception and Key Stage 1		
Year 2, Year 1 and Reception PARENTS WHO DO NOT HAVE A CHILD IN KEY STAGE 2	9.00 am to 9.15 am	2.45 pm to 3.00 pm If you have flexibility we would appreciate you arriving between 2.45 pm and 3.00 pm. However, if you have working commitments or similar then we will look after your child until 3.15 pm.

Year 2, Year 1 and Reception PARENTS WHO HAVE A CHILD IN KEY STAGE 2	8.45 am to 9.00 am The Early Years gate will not be open before 8.45 am. Please do not arrive early.	3.00 pm to 3.15 pm
Breakfast Club and 4.30 Club Thank-you for completing the information for Breakfast Club and 4.30 Club. We are now processing the information and will update parents as soon as possible.		

Best wishes,



Ann Bowen-Breslin
Principal