



From Tuesday 7th November: Important Changes

When our exciting new-build commences on 13th November, our playing field and main playground will be filled with site cabins, building machinery and contractors. This means that for the next year or so, we will need to be creative about our use of outdoor space and very careful about our comings and goings.

The road in front of our grounds (the school side of Cambridge Square) will be the main building site entrance and our construction team at Carter's, has requested that we ask our parents and carers to avoid using that road to enter and exit the school building as much as possible.

In addition, our main gate onto the playground at the front of the building will no longer be useable, meaning that we have had to come up with a plan for all classes to enter and exit via the rear of the school, which you will find outlined below. Many thanks to those parents and carers who helped us to finalise this plan at the consultation meeting we held on Thursday 2nd November.

Of course, like all best laid plans, we will need to review its effectiveness regularly and may need to make changes to ensure the safety and ease of access for all our pupils and parents.

| <u>Coming in – between 8.40 and 8.55am</u> |
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| <ul style="list-style-type: none"> • As we will no longer be able to use the front pedestrian entrance, the vast majority of pupils will need to come into school via the rear playground gates <u>between 8.40 and 8.55am</u>. |
| <ul style="list-style-type: none"> • School will still start at 8.55am, however, as there is nowhere for parents to wait with their children, teachers have agreed to facilitate a longer registration period in the mornings <u>between 8.40 and 8.55am</u> (to avoid the current situation where all pupils and their parents arrive at or just before 8.50am). |
| <ul style="list-style-type: none"> • At 8.40am back playground gates will be unlocked and teachers will open KS1 class doors & KS2 entrance at 8.40am. Children need to come <u>straight in to their classrooms</u> (so there will be no need for anyone to wait). School will then start at 8.55am as usual. |
| <ul style="list-style-type: none"> • NB: Teachers will not be able to stand outside their doors or come onto the playground to meet parents because they will have children to supervise in their classrooms. But if parents / carers need to speak to a teacher urgently, they can talk to the office so that the teacher can be released to speak with them in an emergency situation – alternatively parents can leave a message with office staff or make an appointment for later in the day. |
| <ul style="list-style-type: none"> • Please do not send your children to school to arrive before 8.40am unless they are in Breakfast Club, Running Club or 'Early Birds' (please see below for the arrangements for these). • Children arriving before 8.40 am will be sent home again, unless they are in Breakfast Club, Running Club or 'Early Birds'. |
| <ul style="list-style-type: none"> • All gates to the school will be locked at 9am as they are now until they are unlocked for home time. • The small wooden gate to the wildlife garden will also be locked at 9am and will remain locked until 7.40 the following morning. |

| <u>Coming in – Breakfast Club, Running Club and 'Early Birds'</u> |
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| <ul style="list-style-type: none"> • The main entrance for 'Early Birds' will be via the Office Doors at the front of the building. |
| <ul style="list-style-type: none"> • Pupils attending Running Club must come to school dressed in their running kit via the Office Doors at the front of the building. |
| <ul style="list-style-type: none"> • The main entrance for Breakfast Club will be the Service Gates at the rear of the school (just beyond the school kitchen). The Service Gates will be opened at 7.40am so that pupils attending Breakfast Club can be dropped off at the rear of the school. |

Going home at 3.15pm

- At 3pm all classes will collect their belongings ready to go and finish with a class quiz / story / tidy up activity etc; pupils needing to change for a sports club will get changed at that time in the KS2 toilets supervised by an adult.
- At 3.05pm the Service gates and rear gates will be opened.

KS2 Pupils leaving at 3.15pm

- Pupils in Year Y6 who walk home independently will exit from their rear fire exit through the service gates at 3.15pm – escorted by their teacher / TA.
- Pupils in Year Y5 who walk home independently will be walked to the hall and will leave via the hall doors through the service gates at 3.15pm.
- Pupils in Year Y4 who walk home independently will be walked to the hall and will leave via the hall doors through the service gates at 3.15pm.
- Pupils in Year Y3 who walk home independently will be walked to the hall and will leave via the hall doors through the service gates at 3.15pm.

KS2 pupils who are collected by their parents can be collected from the hall doors to leave via the Service Gates, unless they have Key Stage 1 siblings, in which case they will be escorted to leave with their younger sisters and brothers.

KS1 Collecting KS1 Pupils at 3.15pm

- Reception pupils (+ any KS2 siblings) will leave via their class door as usual, but will have to exit the grounds via the rear playground gates.
- Y1 pupils (+ any KS2 siblings) will leave via their class door as usual, but will have to exit the grounds via the rear playground gates.
- Y2 pupils (+ any KS2 siblings) will leave via their class door as usual, but will have to exit the grounds via the back gates.

Going Home from After School Clubs

- Pupils in Clubs which take place in the hall will register in the Year 6 classroom with their club leader at 3.15pm, then go through to the hall.
- Pupils in hockey, tag rugby and football will register in the Year 3 classroom (*arrangements for Premier Sport Clubs / hockey club will be finalised on Monday*).
- Pupils attending our after school childcare service.
- All pupils can then leave clubs as usual, bearing in mind that our front playground pedestrian gate will be out of action.
- Pupils attending our after school childcare service can be collected from the front of the school as usual.

NB All rear gates will be locked at 5pm.

Vehicular Access and Parking

The key messages are:

- Please walk wherever possible & avoid parking in Somerset Road (which is one way) or in the staff car park (as it is already full!)
- Please try to avoid the road with the site entrance and approach the school from the 'speed bump side'.