**Cwrt Rawlin Primary School**

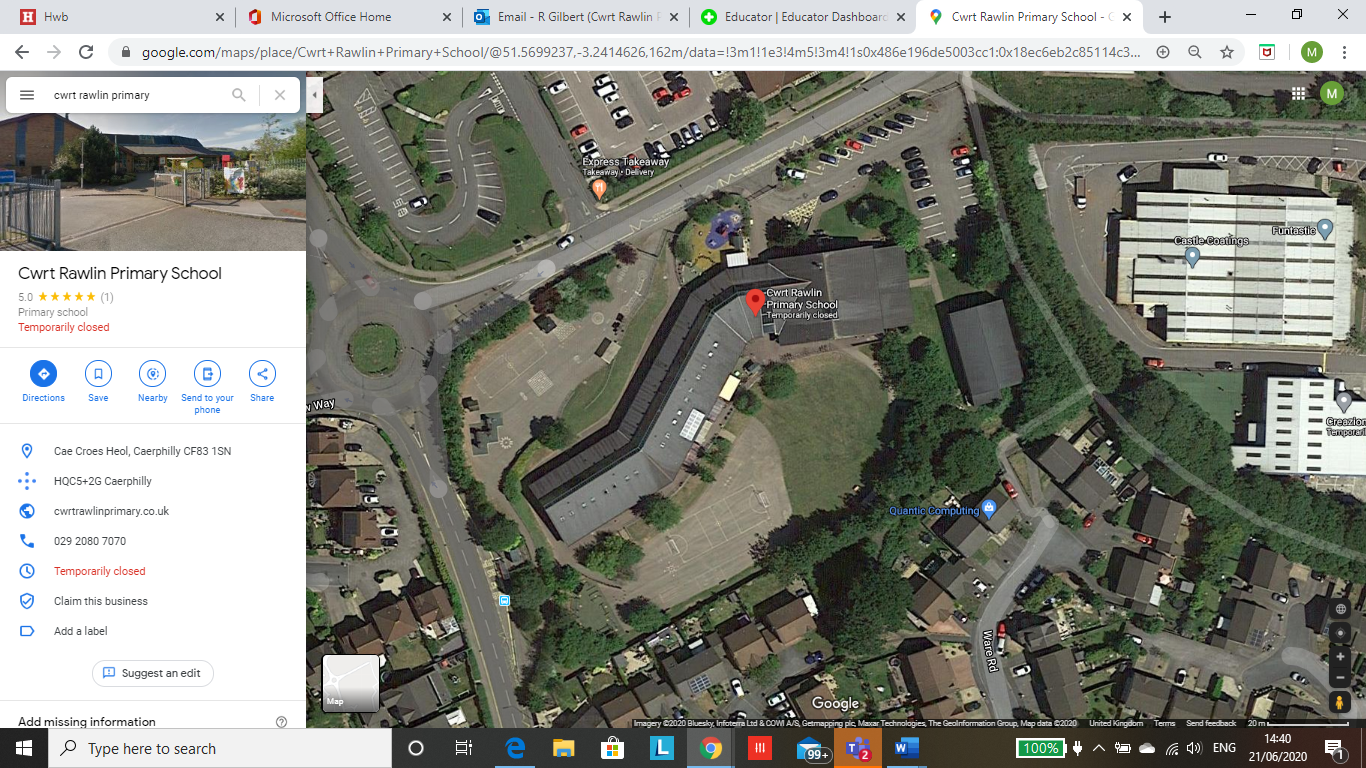
**Return to full capacity - September 2020**

**Start times & Finish times / Entry and Exit points.**

Dear parents / carers,

As you will be aware, schools across Wales will welcome all statutory school aged pupils back to school full time by 14th September. In order to minimise interactions between class contact groups, it is necessary for schools to continue to operate one way systems around the school grounds and to stagger start and finish times.

The proposed plan for how pupils and parents will be asked to move around the school site from September is as follows. **Please note, it has been necessary to make some changes to the previous route map due to an inevitable increase in volume of people expected on site at drop off and pick up times.**



**Entry Point**

**Entry point**

**Exit Point**

**Steps**

**Entry Point**

**Steps**

**Steps**

**3TD Entry & Exit Point**

**Exit Point**

**Red route**

Please enter the school grounds via the Nursery gate at the front of the school. Follow the path to the Infant Cloakroom door where your child will be greeted by a member of staff and will enter the school building. Continue along the path until you reach the steps on the right-hand side. Go up the steps on to the Infant yard. Exit the infant yard at the rear via the large gate.

Please use this route for both dropping off and picking up.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class** | **Start** | **Drop off point** | **Finish** | **Pick up point** |
| RMK | 8.45 am | Infant Cloakroom | 3.00 pm | Infant Cloakroom |
| R/1LH | 9.00 am | 3.15 pm |
| 1/2L | 9.15 am | 3.30 pm |

**Blue route (For all KS2 classes except 3D and 3/4H)**

Please enter the school grounds via the large gate at the front of the school that leads on to the Infant yard. Walk across the length of the Infant yard and down the ramp. Follow the path to the left along to the Junior Cloakroom or the rear Junior classroom doors where your child will be greeted by their teacher and will enter the building. Please use the steps on the right to walk down onto the junior yard. Walk across the Junior yard and up the ramp by the monkey bars / play area. Exit the school grounds via the gate that leads to the bus stop.

Please use this route for both dropping off and picking up.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class** | **Start** | **Drop off point** | **Finish** | **Pick up point** |
| 4O | 8.45 am | Junior Cloakroom | 3.15 pm | Junior Cloakroom |
| 5TD | 9.00 am | Classroom door | 3.30 pm | Classroom door |
| 5/6J | 9.15 am | Junior Cloakroom | 3.45 pm | Junior Cloakroom |
| 6G | 9.30 am | Classroom door | 4.00 pm | Classroom door |

**Yellow route**

Please enter the school grounds via the Forest Schools’ gate by the grass area on the junior playground. You can access this entrance from the estate via the following routes:

* From Corbett Grove: the footpath will lead to the school gate if you take the left fork (no need to go all the way to Ware Rd).
* From Ware Rd: the footpath is between houses 20 and 22. Fork right when the path divides.

**If you need to park a car, please ensure you park respectfully, avoiding driveways and remain mindful of the residents living in this area.**

Once in the school grounds, please proceed up the path along to the rear classroom doors where your child will be greeted by their teacher and will enter their classroom. To exit, please use the steps to the left to walk down on to the junior yard. Walk across the entire length of the junior yard to the ramp by the monkey bars / play area. Exit the school grounds via the gate that leads to the bus stop.

Please use this route for both dropping off and picking up.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class** | **Start** | **Drop off point** | **Finish** | **Pick up point** |
| 1M | 8.50 am | Classroom door | 3.05 pm | Classroom door |
| 2DO | 9.05 am | 3.20 pm |
| 3/4H | 9.20 am | 3.50 pm |

**Purple route** – **\*\* Class 3D only\*\***

Please enter the school grounds via the front pedestrian gate at the front of the school. Approach the main entrance and follow the path the left where you will see the class teacher waiting at the 3D classroom door. Your child will enter the school building here. Please make a U turn and walk back down the path and exit back through the pedestrian gate. **For your own safety, please do not walk across the car park.**

Please use this route for both dropping off and picking up.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class** | **Start** | **Drop off point** | **Finish** | **Pick up point** |
| 3D | 9.00 am | Classroom door | 3.30 pm | Classroom door |

Many routes involve the use of steps. If this is a cause of particular difficulty, please contact the school office where we can arrange for a limited number of children to be collected from the main office in exceptional circumstances.

**Important information**

* Parents are not permitted inside the school building. If you wish to speak to a member of staff, please email or ring the school office and a member of staff will get back to you.
* Please keep a 2 metre distance from other people at all times.
* One adult per family only on site picking up and dropping off. If a parent needs to bring additional children on to the school site, we ask that the responsible adult ensures all children in their care adhere to social distancing and stay on the mapped routes.
* Start and finish times need to be promptly adhered to in order to create a safe and steady flow of traffic around the school grounds. **Please do not arrive on site more than a minute or two before your child’s start or finish time.**
* There is strictly no gathering of people on the school site.

We recognise that there will be siblings attending with different starting and finishing times. In the interests of everyone’s safety and to minimise waiting in and around the school site, we advise the following:

**Foundation Phase children who have a sibling in another Foundation Phase class**

* Drop off - Both Foundation Phase children may enter the building at the earliest start time. The sibling with the later start time must be escorted to their class entry point by the responsible adult and wait for the class teacher to be present.
* Pick up – **Please notify the school in advance if you wish for siblings to finish at the same time so staff can get the children ready to leave promptly**. Both siblings will need to finish at the earliest finish time. Staff will ensure social distancing is in place so groups of pupils do not mix.

**Key Stage 2 children who have a sibling in Foundation Phase**

* Drop off - Once the Foundation Phase child has been dropped off, please follow the red route back out of the Infant yard and then use the blue or yellow route for Junior drop off points. KS2 siblings can enter their classrooms at an earlier time providing a member of staff is present.
* Pick up –**Please notify the school in advance if you wish for siblings to finish at the same time so staff can get the children ready to leave promptly**. Both siblings will need to finish at the earliest finish time. Staff will ensure social distancing is in place so groups of pupils do not mix.

**Key Stage 2 children who have a sibling in another Key Stage 2 class**

* Drop off - Please use the blue and / or yellow route where children may enter their classrooms at the same time and wait with a member of staff for the rest of the group to arrive.
* Pick up – Please use the blue / yellow route to collect siblings from their rear classroom doors.

**Planned routes and schedules will be reviewed daily and are subject to change at the discretion of the Senior Leadership Team and Governing Body. The health and safety of our children, their families and our staff are of paramount importance and will remain at the forefront of any potential alterations we make.**

Thank you for your continued support.

Miss R Gilbert, Acting Deputy Headteacher

Senior Leadership Team.