

23<sup>rd</sup> September 2020

Dear Parent/Carer

Thank you once again for working with us to make everything as smooth and safe as possible this term, especially with the changing and challenging COVID-19 situation. In order to protect everyone we are intending to change the timings for KS1 to ensure more social distancing on the Lancet Lane pathway and around the school site. From Monday 28th September we will be introducing the following drop-off and pick-up times for the KS1 year-groups.

Year Group	Start Time	Finish Time
Year 2	8.40am (can enter site at 8.35am and off site by 8.45am)	2.50pm (can enter site at 2.45pm and be off site by 2.55pm)
Year 1	8.50am (can enter site at 8.45am and off site by 8.55am)	3.00pm (can enter site at 2.55pm and be off site by 3.05pm)
Year R	9.00am (can enter site at 8.55am)	3.10pm (can enter site at 3.05pm)

Parents in Year 2 can enter via the Lancet Lane gate in the morning from 8.35am – teachers will take the children into class at 8.40am and parents need to exit the school site immediately and be off the school site for 8.45am for the next year group to enter. At the end of the day parents can enter the school site at 2.45pm for collection at 2.50pm then be off site by 2.55pm.

Parents in Year 1 can enter via the Lancet Lane gate in the morning from 8.45am – teachers will take the children into class at 8.50am and parents need to exit the school site immediately and be off the school site for 8.55am for the next year group to enter. At the end of the day parents can enter the school site at 2.55pm for collection at 3.00pm then off site by 3.05pm.

Parents in Year R can enter via the Lancet Lane gate in the morning from 8.55am – teachers will take the children into class at 9.00am. At the end of the day parents can enter the school site at 3.05pm for collection at 3.10pm.

Should you wish to speak to your child's class teacher then please do not do this on drop off or collection – please call the school office or email [brook@loose-primary.kent.sch.uk](mailto:brook@loose-primary.kent.sch.uk) and we can get the teacher or other relevant member of staff to contact you.

In the event that you are late for your child's class start-time, please wait on the large KS1 playground for a member of staff to take your child to their classroom. Should you be late after the Lancet Lane gate is closed, please take your child around to the main entrance from where they will be taken to class.

We ask that you wear a mask on the school site unless you are exempt for medical reasons. If you are exempt please do not approach a member of staff for the purpose of a conversation.

Please adhere to social distancing at all times on the paths, playgrounds and pavements round the school in order to keep yourself, your children and our staff safe.

If you are dropping off children in different KS1 classes then you are welcome to stay on the playground however please make sure you stand away from the other groups dropping their children off and make sure you keep your child with you at all times.

Thank you for adhering to these guidelines and we hope you understand that our main priority is to keep everyone safe in this current climate.

Yours faithfully  
Sarah Holman



# Loose

## Primary School

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Headteacher

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Mrs A Makey