

13 June 2020

Dear parents/carers,

Mrs McNeaney and I have been discussing how September will look for the new year 3 children. You may have seen in a previous letter that your children will be starting on Monday afternoon. This was so we had more staff available to support the children coming into school once we had settled all the other year groups.

After a discussion, we now believe it would be better for the children to **start in the morning** to support parents who work, or who have older siblings at school. The children will start at a slightly later time than the rest of the school to avoid all the crowds at the gates. **The start times for year 3 on Monday 7 September only will be as follows:**

9.30am – surnames beginning with A-E

9.45am – surnames beginning with F-J

10.00am – surnames beginning with K-R

10.15am – surnames beginning with S-Z

Wrap – Around breakfast club will not be available for year 3 children on Monday 7 September, only after school club will be.

Tuesday 8 September onwards

As you know the government have said all children must return to school in September unless there is a medical reason preventing this. Getting 480 children back into school at the normal start time is not going to be possible, nor is them all ending school at the same time.

With this in mind, I need you to book a timeslot to bring your child to school and collect them. These will be in 15-minute intervals with the aim to reduce the number of people on site at any one time. The drop off and pick up times come as a pair and must be adhered to. If none of the time slots below fit your needs, we are pleased to inform you that we will be running our Wrap-Around provision. Please ensure you have registered for this before use.

Children who arrive to school after 9.30am will be classed as late.

The time slots are as follows with a brief explanation of how they need to work to accommodate everyone. We are trying to accommodate the needs of many families, so I hope you will work with us by selecting the option that most closely matches your circumstances.

**LOUGHTON
SCHOOL**



...INSPIRING CHILDREN

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Company Registration Number
08565187

Registered Charity Number
1067878

Drop off time	Pick up time
8.30am – reserved for parents who need to drop siblings at a first school or who need to get to work for 9am	2.45pm
8.45am – reserved for parents who need to drop siblings at a first school	3pm
9am – parents who do not work or need to take a sibling to a first school	3.15pm
9.15am – reserved for parents who need to drop siblings at a first school or do not work before 9am	3.30pm

You must stick to your time slot so that we can make the site as safe as possible. This system has worked well with the year 6 children, who came back to school in June.

You will receive confirmation of your slot towards the end of the school holidays, once I have collated the information and added it to the risk assessment.

EVERYONE needs to email me their chosen time slot so I can allocate these. My email address is greenr@loughton.school

If you have an older sibling at the school you can use their form to book the time slot for your year 3 child. If you do not complete the form you will be allocated a time slot that you will be expected to adhere to.

Thank you in advance for your patience regarding this tricky situation,

Kind regards

Mrs Rebekah Green
Headteacher