

# BOURNE ELSEA PARK CHURCH OF ENGLAND PRIMARY ACADEMY

Executive Headteacher: Mrs S Moore

Acting Head of School: Mr P Bellamy

Sandown Drive  
Bourne

Tel: 426968

3<sup>rd</sup> September 2020

Dear Parents/Carers,

Wow, what an amazing start to the term we have had! It has been so lovely to have the children back in school and our staff are thrilled to be back teaching in their bubbles.

Thank you for all of your support yesterday and this morning with our new drop off and collection arrangements. As part of our ongoing review of these we have made some changes to make it easier and safer for all of our school family at these busy times of the day.

Firstly, can we please remind you of the drop off and pick up times in the morning and afternoon:

Year groups	Area	Drop off	Pick-up
Reception	EYFS Outdoor Learning	9.15	3.15
Year 1	KS1 Playground	8.55	3.15
Year 2	KS1 Playground	8.55	3.15
KS2	KS2 Playground	8.40	3.30

Could we kindly ask that you try and keep to your allocated year group time which helps us to avoid a long queue outside school. For parents/carers who are bringing siblings with different start times to school, where possible, please try and arrive towards the end of the earlier drop off time although if your child has an older sibling and feels confident, we will have staff on hand to wait with these children. Could we also remind you that for our Reception parents/carers, only one adult is allowed onto the playground with their child/ren at this time.

We have slightly altered our pick-up arrangements at the end of the school day to the following:

## KS1 and Reception

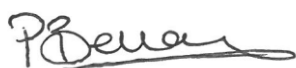
- Parents/carers with child/ren in Reception and KS1 to enter the playground via the green gate to the front of the school office and wait on the playground. Please be mindful of social distancing when waiting for your child/ren
- Parents/carers leave via the same green gate to the front of the school entrance when your child/ren have been collected
- Parents/carers with older siblings, please then walk to collect your child from their KS2 classroom at 3.30pm

## KS2

- Parents/carers with KS2 child/ren to enter the KS2 playground via the large wooden gates at the side of school and then walk round to wait outside the classrooms
- Parents/carers to leave school via the large wooden gates with their child/ren

We will continue to make small changes if needed and we thank you again for your continued support and flexibility. Staff will be on hand at all times to help at the start and end of the school day. If you have any queries or suggestions, please do not hesitate to contact the school office.

Yours sincerely



Mr P Bellamy  
Acting Head of School