

Dear Parents/Carers,

As we enter into a new year, we will be tweaking our drop-off and pick-up times in order to meet the new government expectations of a 32.5-hour school week for all children which will become statutory in the near future.

Timings:

- 8.50am – 3.10pm: FS
- 8.40am – 3.10pm Year 1, 2 and 3
- 8.45am to 3.15pm for Year 4, 5 and 6

Lining-Up Points/Parent waiting areas:

Lining up points remain unchanged. Maps have been provided below as your child will be entering into a new year group:

FS, Year 1 and Year 4:



Parents will now wait at the top end of the playground by the perimeter fence, **not** on the astroturf.

Infant playground. **FS, Year 1 and Year 4** line up here.

*All children must remain with their parents on the playground.

Year 2 and Year 5:



Parents will wait behind the marked area in front of the path.

Year 2 and Year 5 line up here.

Year 3 and Year 6



Parents will wait behind the marked area on the path or grass area.

Year 3 and Year 6 line up on the driveway.

Staff need to be able to **see** all the **children** in their care as soon as they are in the line at the start of the day and until they have left their line at the end of the day. In order that this is done safely, we ask that once children are in their line, **parents return to the waiting areas** detailed in the maps and do not stay in the line with their children. This makes it fair for all and makes **sight lines clear for staff** and makes for a defined and orderly line. Please work with us to stay in the correct areas. From **Tuesday 5th September**, waiting areas for parents will be initially and clearly marked out with **cones, tapes and/or sprayed lines**. Look out for signs to guide parents. This is for clarity and safety only and is there to help. These helpful guides will be removed once everyone knows where they are going and waiting.

Teachers are available for a very **quick word** at the start of the day. **More important or longer discussion** would **require an appointment** to be booked. This can be done via the school office or year group emails. Senior leaders are also available at the start and end of day to assist parents. The office would also be happy to assist with more general enquiries.

Some of our older children have been left unattended in the morning and are often late to lines. We are happy for parents of our **oldest children to drop and go** if you feel they are responsible enough to make it on time to their lines and can keep themselves safe. We'll need to ask parents on an individual basis to remain with their child if their child isn't managing themselves **safely and sensibly**.

Rainy Days

On rainy days, we will place an image of an umbrella in the large windows to the right of the reception entrance. Members of staff may also be holding pictures of an umbrella (as well as probably holding an actual umbrella). If you see the **umbrellas**, it means that the children will be able to make their way **directly in to the school**. FS, Year 1 and Year 2 will go straight to their classroom doors and Years 3,4,5 and 6 will enter through the main double doors to the right of the main reception doors. On **rainy days**, all children will be able to **come into school between 8.40am and 8.50am**. The **doors will not open before 8.40am** so please do not arrive early.

Apparatus

We'd like to take this opportunity to remind parents that children **should not be playing on the apparatus** before or after school as members of staff are unable to directly supervise the children. **Scooters, balance bikes and other similar items** should **not be ridden on the school site** due to the large number of people moving around at this time. Also, kerbs and uneven surfaces present real challenge and danger for young children on scooters and balance bikes. Younger children, who do not attend the school yet, must stay with their parents at all times.

Late Arrivals

If your child arrives late and the gates are still open, they should make their way to a member of staff at the front of the school who will see them to their classroom or reception. Parents **should not** be walking children to classrooms. If the gates are closed, press the buzzer, enter the school site and bring your child directly to the school office which is located at the bottom of the main driveway. From there, the office staff will ensure the child gets to their classroom safely.



PARKWOOD PRIMARY SCHOOL

DEANWOOD DRIVE
RAINHAM
GILLINGHAM, KENT, ME8 9LP
HEADTEACHER: MR A MOIR



Tel: 01634 234699

Email: office@parkwoodprimary.org.uk

We ask for patience and understanding from parents as we begin to embed a slightly tweaked system. The changes made are for the children's safety and we respectfully ask for parents to support these choices.

Kindest regards,

Parkwood