



Cheshire West and Chester Council
Farndon Primary School
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Dear Parents / Carers,

I hope you have all had a wonderful festive break, celebrating the season and spending time with the family. May I take this opportunity to wish all of those within our school community a very happy and productive new year in 2023.

For the first two weeks of this Spring term you may not see myself as much as usual, as I have been selected for Jury service. Hopefully, it will only be for these two weeks and any days I am not required I will of course come into school – so far, I haven't been needed!

In the December newsletter, I gave a brief account of the changes to the procedures for the start and end of the school day. The full policy is available on the school website. With COVID restrictions now lifted, we are reverting back to our original drop off procedures. However, we will be keeping elements of the systems we implemented during COVID as they worked well.

Start of the School Day

The pupil entrance side gates open for pupils at **8:45am**. A member of staff will be present at both gates to ensure pupils make their way into school safely and to take any messages from parents. Each adult on the gate will have a communication book, and before returning back to class they will share the messages with either the class teacher or office staff. Parents can also choose to leave a message for the teacher via the school office either by phone or in person.

Parents of children from Squirrels class (Yr 1/2) and up to Kestrels (Yr 6) drop off their children at the gate. Children make their way into the classroom via the **corridor doors** and go straight into the cloakroom area and then into class. A member of staff will be at the classroom door, waiting to greet them and a table task will be organised for them to engage in as they wait for all their classmates to arrive.

We ask that parents arrive **before 8:55am**. It is at this time that both gates will be promptly closed. Any arrivals after this time should go to the main office to be allowed entry via the main front door and will be recorded as late.

Reception Pupils and Foxes

Parents who have a child in Foxes can access the outside area for Pre School and drop off their child at the classroom door. We then ask these parents to then exit via the opposite gate and leave the school grounds down the pedestrian path that is adjacent to the main entrance.

Parents of a pupil within Reception can either drop off at the gate, or they can hand over to a member of staff at the gate of the outside play space. If parents come onto site, they can exit via either gate.

Pre-School

Parents come down the same path as the other children. On arrival, they press the green button at the gate to the Pre-School outside area. This links to the phone within Acorns and a member of staff presses the door release button. Once in the building, they are signed in. Parents are then asked to leave via the opposite gate and leave down the pedestrian path in the morning. If picking up or dropping off at lunch time they enter and leave through the same gate.

Leaving the School Grounds at the end of the day

We ask parents / carers to be prompt, when collecting their child at the end of the day. School finishes at **3:30pm**. The pupil entrance gates are opened at 3:25pm and so to stagger release the Fox's pupils and Reception will open their doors and start to release from 3:25pm. All other classroom doors will open from 3:30pm to release the children to an adult. Should a parent wish to speak to an adult within class at the end of the day, we kindly ask to wait until the children have been collected.

With regard to bikes/scooters, we ask that they are collected on exit from the school grounds. They are **not to be ridden** on the school grounds as in the Autumn term we had several "collisions".

Due to the growing numbers attending the school, our amount of staff has sharply risen, meaning that the car park is at full capacity. Unless you have an arrangement with the school and its governing body, we politely remind parents not to bring their vehicle onto the car park during drop off and pick up.

Finally, we appreciate that for some it is the ideal time to walk the dog when taking their children to school or collecting them. However, due to incidents between our pupils and dogs that are tied up on the school grounds, we politely remind parents that no dogs should be brought onto the school grounds at these times.

We kindly ask that you share the details of the procedures outlined with your child in readiness for Monday and we thank you in advance for your co-operation with this change in policy.

Kind regards



Mr A Walker
Headteacher Farndon Primary School