



Barton Clough Primary School
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Executive Headteacher: Simon Beswick

Friday 4th September

Dear parents and carers,

We have reviewed our current school drop off procedures to try and reduce congestion and the number of adults waiting on the playground.

We will now operate a drop off **window between 8.30-8.45am for Year1/2, Year 2/3, Year 4, Year 5 and Year 6 children.**

The children need to be dropped off at the school gates by **one adult only** and walk to their designated area on the playground to line up with their class teacher, this will be clearly marked with a cone and sign.

Parents need to drop their children off and leave via the one way system. We ask that you **do not wait on the playground.** The class teacher will take the children into school at around 8.35am. If your child arrives after this time then there will be members of staff who will direct them to their designated entry door.

The start times and drop off arrangements for SSCs and Reception/Year 1 class remain unchanged.

Protective measures remain in place and we ask you to follow the guidelines below:

- **One adult** to drop off and collect children
- **Drop the children at the gate, do not wait in the playground**
- The **school path** will be **reopened** so please **do not** use the **driveway**
- **Keep a distance** of at least **1m plus** where possible, use the grass space if needed
- Do not group/chat on the path and cause bottlenecks

The above arrangements will take effect on **Monday 7th September.** Pick up arrangements for the end of the day remain unchanged.

If you have any questions or queries then please contact the school office via telephone.

Yours sincerely,

Mr. S. Beswick
Executive Headteacher



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Challenge the ordinary
Promote individuality
Be advocates for change

