

Tuesday 13<sup>th</sup> October 2020

Dear Parents and Carers,

**Re: Start and end of day procedures**

We would firstly like to thank you all for your support and cooperation since we have been back to school this academic year. With new rules and restrictions in place, we are mindful it has been a challenging time for all including us at school.

As you are aware, with the introduction of our staggered times, it has become very busy around school at the start and end of the day. We have therefore made a few further changes to ensure this process is more efficient and most importantly, everyone stays safe. You will also notice the presence of more staff at the start and end of the day, especially with EYFS & KS1.

From today, please be aware of the following:

- In the mornings, Class Teachers will come out promptly at the start of the day and take their class in straight away. If you would like to speak with your child's teacher, please send an email directly to them or you can speak to them at the end of the day once all children have been dismissed. It is very difficult for teachers to speak to parents and also look after the children.
- Please stay outside the school gates with your children until their class teacher has taken them inside the gates. We have unfortunately had some parents leaving their children alone outside of school. Please remember that children are the responsibility of the Parents/Carers when they are outside of the school gates.
- Please ensure your children are with you at all times in their waiting area and not running around outside of school. We have a public pathway where members of the public need to pass through. This also includes parents and children from Castlebar School.
- If your child is in Year 6 and walks to school alone, please ensure they come to school no earlier than 8.50am. We have had some Year 6 children who arrive very early and are waiting outside alone for nearly 30 minutes. If you would like your child to attend Breakfast Club, this can be arranged. Please contact the School Office.
- We have now put down Safety Zone boxes in front of both our school entrance gates. Please ensure you keep out of these boxes so that teachers have space to welcome and dismiss children and that we are keeping our 2 metre social distance with you.



SCHOOL  
MEMBER



- Miss Chamberlain will be on the gate every morning to help ensure children get in safely. If you would like to speak to her, please wait until 9am when all children have entered school. She will not be able to answer your questions before this. Alternatively, you can phone the School Office.
- If your child is late and has missed their entrance slot, they will need to wait until they are called by a member of staff before they can go in. Late children will need to stay with parents/carers and cannot wait at the gate with a staff member.
- At the end of the day, we are slowing down our routines so that teachers can ensure every child goes to their adult. Please be patient with teachers as they have a whole class to look after and need to make sure their children are dismissed safely.
- If you would like to speak to your child's class teacher at the end of the day, please wait till all the children have been dismissed first.

A reminder of our class email addresses:

[nursery@woodlands.ealing.sch.uk](mailto:nursery@woodlands.ealing.sch.uk)  
[reception@woodlands.ealing.sch.uk](mailto:reception@woodlands.ealing.sch.uk)  
[year1@woodlands.ealing.sch.uk](mailto:year1@woodlands.ealing.sch.uk)  
[year2@woodlands.ealing.sch.uk](mailto:year2@woodlands.ealing.sch.uk)  
[year3@woodlands.ealing.sch.uk](mailto:year3@woodlands.ealing.sch.uk)  
[year4@woodlands.ealing.sch.uk](mailto:year4@woodlands.ealing.sch.uk)  
[year5@woodlands.ealing.sch.uk](mailto:year5@woodlands.ealing.sch.uk)  
[year6@woodlands.ealing.sch.uk](mailto:year6@woodlands.ealing.sch.uk)

Please note that during this challenging time, an email is the most effective method of communication with your child's class teacher. You can alternatively call the School Office to arrange a telephone meeting.

Thank you for your understanding during this challenging time.

Yours sincerely,

Mrs Magan & Miss Hasker  
 Acting Co-Headteachers

