



Howden-le-Wear Primary School

School Street
Howden-le-Wear
Crook
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Head Teacher: Mr C Baines BA (QTS)

Dear Parents /Carers,

Firstly, can I thank everyone for their support in returning children to school last week. We have had a very smooth start to the year and it has been great for everyone to get back into the structure and routine that school provides.

Our risk assessment in school has been specifically written to ensure that we can all return to school safely and as part of that process, we ensure that it is reviewed on a weekly basis. Having had the chance to observe the systems and procedures we have in place, I would like to make a few changes to our risk assessment to ensure we continue to meet our primary objective of keeping everyone safe throughout the school day.

The main issues I would like to address are:

- The speed and method at which children are collected at the end of the school day;
- The safety and well-being of large numbers of people on School Street;
- A 'bottleneck' of adults and children around the main school entrance.

To address this, from **Monday** afternoon next week, I would like to make some changes to the **collection** of children at the end of the day. Please note, drop-off arrangements in a morning will remain unchanged. I propose to introduce a **one-way system**, based on two 10-minute timeslots in which to collect children from their classrooms at the end of the day. Parents will **enter** the school site via the **car park gate**, then continue along the side car park path entering the Key Stage One playground and collecting their children from the classroom fire exit doors. They will then continue across the playgrounds and **exit** via the **double gates** at the bottom of School Street.

Collection times will be as follows:

- **2.50 – 3.00pm: Key Stage One**
Parents of children in **Year 1** (Mrs Sheard) and **Year 2** (Mrs Gray) may enter the school site via the one-way system and collect their children from their classrooms, leaving as quickly as possible.
- **3.00 – 3.10pm: Key Stage Two**
Parents of children in **Year 3** (Mrs Salkeld), **Year 4** (Miss Nattrass) and **Year 5/6** (Mrs Clark) can enter school to collect their children, following the one-way system.
- **Parents with children in both Key Stages**, may enter school just before **3pm**, collecting their younger children first and proceeding to collect their older children, as they follow the one-way system.



- From Monday 14 September, Reception children can be collected from 2.50pm and we encourage parents with other children in school to collect their Reception child first, then make their way around the one way system to collect other children.

These changes should hopefully reduce the volume of people on School Street; the amount of waiting time people have for their children and provide everyone with the opportunity to leave the school area more quickly than the system in place at present. Like any plans, we will monitor how this new collection system works next week and will make any further changes should we see fit.

In the meantime, please help us to keep everyone safe and minimise crowding at drop off and pick up times:

- Stick strictly to your allocated time slots;
- Follow directions of school staff;
- Leave the school area straight away;
- Adults consider wearing a mask if possible;
- Only one adult per family to drop off / pick up;
- Keep your distance from others;
- Be considerate to our neighbours.

Thank you for your continued support.

Yours Sincerely,

Mr C Baines
Headteacher

