



PARK HILL PRIMARY SCHOOL

LOWER EASTERN GREEN LANE, COVENTRY - CV5 7LR
TEL: 024 7646 6669 - EMAIL: adminstaff@parkhill.coventry.sch.uk
School website: www.parkhillprimaryschool.co.uk
Headteacher: Mr P Griffin

7th September 2020

Dear parents & carers,

Buddies update – Changes as of Monday 14th September 2020

We would like to thank you for your support whilst we get Park Hill back open – including our before and after school care that we know many of our children love and that as parents you rely on.

To open the doors on Thursday 3rd September we needed a system that meant we could use different areas in the school and keep our children separate in 'year group bubbles'. This meant strict drop off and collection times.

We are pleased that from **Monday 14th September** we have managed to put systems in place that will allow more flexibility. Please stick to the current times for the rest of this week to allow us to put these in place.

From Monday 14th September:

- **Drop off can be between 7:30am and 8:00am**
- Year 5 and 6 are to still enter via the gate (off the drive)
- Year 3 and 4 are to still enter via the studio (hall) door
- Reception, Year 1, and Year 2 are to enter via the main office (if the door is closed please press the musical note button on the walkie talkie)
- Pre-School (Acorns and Oaks) are to enter via the lane gate – with direct access to our Pre-School rooms

- **Collection can be from 4:30pm until 5:15pm**
- Pre-School parents will have access via the lane gate and there will be a doorbell outside Oaks for you to press
- Year 3 and 4 parents are to ring the doorbell that will be on the studio door
- There will be a doorbell for parents of Year 5 and 6 children
- Reception, Year 1, and Year 2 please still come to the main office; there will be a walkie talkie system. Please press the 'musical note' button – allow it to ring and then whilst holding in the side button please let staff know who you are collecting. **All parents must use hand gel before and after using the walkie talkie**

It is important to make you aware that more than one year group are entering via the same entrance, however once in school they are in their own areas with their own equipment and will remain a 'year group bubble'. This must remain a priority of ours and we need your support with this when dropping off/collecting for us to offer this flexibility. Whilst dropping children off you may arrive at the same time as a child in a different year group.

Please ensure that both **children and adults from the different 'bubbles' are social distancing** and that you 'drop and go' as efficiently as possible. Please do not arrive before 7:30am to avoid queues and encourage children to walk in independently. When dropping off or collecting at the main office please keep to the right-hand side and stand back from the office allowing any parents in front to collect and leave ahead of moving forward.

As a school we will continue to do all we can to improve the way we keep our children and parents safe. Thank you for all the feedback we have received so far.

Kind regards,

Miss A Norcliffe
Deputy Head Teacher, Park Hill Primary School.