



Bengeworth CE Academy

An Exceptional Church of England School

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Company Registration: 08943457

Head of School Kings Road: Hayley Potter
Head of School Burford Road: Kirsty Shaw

9th September 2020

Dear Parents/Carers,

Drop Off & Collection Procedures

Firstly, we would like to thank you for the support you have given us this week in helping our pupils to return to school in the safest way possible. We have been continuously reviewing our drop off and collection procedures and feel that we need to highlight some key points and make the following changes in order to comply with the latest Government guidance.

Please read this carefully as these changes will come into effect from Thursday 10th September for Years 1-5 and on Monday 14th September for Reception.

Dropping Off arrangements

Timings:

Avon classes: 8.45 - 8.55 am

Severn classes: 8.55 - 9.05 am

Teme classes: 9.05 - 9.15 am

- If you do not have siblings within the school it is essential that you only come onto the school premises within your allocated time slot and not before, there is **no flexibility** in these timings due to maintaining safe numbers of adults on site to allow for social distancing.
- If you have siblings based at the same setting, please drop them off in order of classroom at your earliest allocated drop off time. This will mean parents only have to walk once around the building.
- If you have siblings at both settings please drop them from 8.45am at either setting irrespective of class.

Collection arrangements

Timings:

Avon classes: 3.00 pm

Severn classes: 3.10 pm

Teme classes: 3.20 pm



- There will be no entry to either setting before 3.00pm. A member of staff will always open the wooden gates and parents must not let themselves into the school site.
- If you do not have siblings within the school please ensure you keep to your collection time and do not arrive before this time.
- If you have siblings based at the same setting, please collect them in order of classroom at your earliest allocated collection time. If all siblings are in Teme classes you can begin collecting at 3.15pm.
- If you have siblings at both settings please collect from Burford Road at 3.00pm followed by King's Road.

Additional Guidance

- In line with Government guidance, we strongly advise that parents **wear a face covering** if they are able, whilst on the school premises as social distancing is not always possible.
- **Only 1 adult** should accompany each family group of children onto the school premises. Any additional adults should wait outside the school grounds.
- You must **follow the one-way system** at all times.
- You must ensure you are **social distancing** as much as possible, this may mean you have to wait until the path is clear in particularly congested areas of the school site.
- Please **leave the school site as swiftly** as possible and do not stay to chat with other parents.
- Please respect Teachers and CSPs personal bubbles by **remaining outside the boxes** at each classroom door.

We will continue to monitor and review these arrangements and will make further changes if we feel it is necessary in order to keep everyone safe. We thank you for your continued support.

Kind regards,



Hayley Potter
Head of School
King's Road



Kirsty Shaw
Head of School
Burford Road

