



Headteacher: Mrs C Fulstow  
Elloughton Primary School  
Stockbridge Road  
Elloughton  
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East Riding of Yorkshire  
HU15 1HN

11<sup>th</sup> September 2020

Dear parent/carer,

### DROP OFF AND COLLECTION ARRANGEMENTS

It has been a delight to welcome all of our children back to school this week and thank you for embracing the new arrangements and bearing with us whilst we endeavour to get them perfected!

An immense amount of planning has taken place in preparation for the full re-opening of school, however like many other schools across the country ensuring all children arrive at the right place at the right time as safely as possible is proving a logistical challenge.

We must ensure that year group bubbles are kept as separate as possible; this is an important part of our risk mitigation to keep everyone safe.

We need to try to keep the adults on the playground to a minimum and adults should be socially distancing as much as possible. We are aware that the rear entrance is becoming congested and causing angst amongst parents so we are reviewing procedures.

In the meantime, please remember:

- Only **one** parent/carer per child should enter the school site.
- In the morning, where possible (particularly in the case of older pupils), adults should leave their child at the school gate and allow him/her to walk independently to their classroom door.
- Please do not arrive too early, as we need to avoid crowds gathering on the pavement. Arrive at the designated start time, as this is when your child's classroom door will open. Before school the main gate will open at 8.50am and the rear gate at 8.40am, and after school the main gate will open at 2.45pm and the rear gate at 3.00pm.
- Children will not be marked as late in the register as we recognise the challenges parents are facing.
- The classroom doors will open at the allotted time.
- Secondary aged pupils should not enter with a parent, though if old enough, may be the sole carer at pick up.
- Children must stay in the care of their parent/carer and be at their side at all times.
- At the end of the day where necessary EYFS children will wait in their class bubbles until older siblings have been collected.
- In the case of older children, they can go to the rear playground if parents will be waiting after collecting siblings in Year 1, Year 3/4.
- The large play equipment on the front and back playground must not be used before or after school.

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- The shelter in the front playground outside the Head teacher's office will be the designated drop off and collection area for external childcare providers.
- Please note we have added the option for booking 3.30–4.30pm as well as 3.30–5.30pm at the After School Club.

Whilst we appreciate the inconvenience some of these arrangements may be causing for some families with children in different year groups, your support in ensuring a safe return for all children is appreciated. Thank you for your patience and understanding as we embed the new arrangements, which are new to us all!

Yours sincerely

A handwritten signature in black ink that reads "C.J. Fulsow". The signature is written in a cursive style with a large, looping initial "C" and a stylized "F".

Mrs Fulsow  
Headteacher