



Orchard Community Primary School

Headteacher: Mrs Fiona Shields
fshields@orchard.leics.sch.uk

Deputy Headteacher: Mr John Patching

Grange Drive
Castle Donington
Derbyshire
DE74 2QU
Telephone: 01332 810078
school@orchard.leics.sch.uk

www.orchardprimary.org

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Re: Collection Arrangements Tweaks

Dear parents/carers,

Thank you so much for your continued patience and understanding as we try to 'perfect' end of school collection arrangements. Whilst the use of the main driveway has eased congestion for Classes 4, 8 and 9, dismissing 230 pupils safely within the three time windows is proving to be a logistical challenge over in the KS1 area! Therefore, I want to apologise for it not being as slick as I would like it to be.

Whilst it's still early days, I know we're not quite getting it right. However, there are many factors involved in managing a staggered exit from school... social distancing, siblings, one-way systems, timings and most recently, how I prevent pupils and parents from getting drenched when we have torrential downpours!

However, our main priority is to ensure the safe release of pupils to their parents/carers, and so thank you for appreciating that we need to organise classes in an orderly manner prior to releasing them from our care.

We have decided to make a few tweaks to see if we can improve procedures slightly.

We initially thought that the 10 minute window would provide greater flexibility for parents and allow adults to 'filter in' more steadily. However, recent weather conditions have highlighted that children collected at the end of the time slot, or those collected late are waiting for a longer time than desired in the cold and wet. If we bring pupils out later, then it's the poor parents who have stood out in the rain. This in itself is proving to be a bit of a Catch 22 situation!

We would also like to add an extra ten minutes to the afternoon teaching session as it currently feels a little rushed.

Therefore, we are going to try specific times for each group from Monday 7th September. (This does rely on parents arriving on time in order for us to evaluate whether this arrangement works more smoothly so your help would be really appreciated).

Gates will open five minutes before the first collection.

Pupils in EYFS should be collected at 2.50pm. Even if you have an older child at Orchard, we will still need you to collect at this time, and wait on the grassed area please. To reduce a potential 20 minute wait for EYFS parents with older children however, siblings in other classes will now be sent out to EYFS parents at 3.00pm when the first main group is dismissed, regardless of whether they are in Group 1 or Group 2.

Pupils in classes assigned to Group 1 (Classes 6, 8, 1, 2 & 4) should be collected at 3.00pm. Children in Classes 1 and 2 who are not collected by 3.05pm will be sent back into class so that they're not standing outside in poor weather. Pupils in Classes 6, 8 and 4 will wait under the veranda. Parents, if you arrive on site later than 3.05pm, please let a member of staff know who you are collecting and we'll fetch your child for you.



Pupils in Group 2 (Classes 7, 5, 3 & 9) should be collected at 3.10pm please. Pupils whose parents haven't arrived by 3.15pm will be sent into the school's main foyer area so that gates can be locked. Parents arriving later than 3.15pm are asked to buzz through to the main office on arrival – a member of staff will bring your child out to you.

To (hopefully) further reduce congestion, parents of pupils in Class 7 should now collect from the KS2 playground and walk up via the main driveway to Grange Drive, or around to KS1 to collect a sibling. Alternatively, parents can arrange to meet their children at the top of the driveway, which is cordoned off from traffic. Please ensure that the class teacher is made aware of this arrangement.

A polite reminder that if parents of Group 2 children arrive at school notably early for collection, please could you wait outside the main school gates until your allocated times to avoid over-crowding on site.

I'm very conscious that I don't want to keep making too many changes as it's so important to get into a routine, however, to do the best by you, and to do the best for the children, we feel the tweaks are necessary.

Thanks again for your support, for bearing with us and for recognising that we're juggling a million and one procedures at the moment! Your co-operation is so appreciated and a real testimony to the super relationships we've established between home and school. Thank you!

Kind Regards



Fiona Shields

Headteacher

