



The Parkland Federation

Brassey Avenue, Eastbourne, East Sussex, BN22 9QJ

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Aim high, work hard, dream BJJ

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20th August 2020

Dear Parents and Carers,

We hope that you are having a wonderful summer break and your families are well. We have been busy looking at the latest Government advice and how we can ensure that every member of our school community can return to their new class safely. From 7th September when Years 1 – 6 return, we will be working in Year Group Pods. Children will work predominantly in their own classroom but may work with children or adults in the same year group class. For example, Year 2 children and staff will become one bubble but will not mix on school grounds with children from other Year Groups at any point in the day. This means that we will need to continue to stagger the beginning and end of the day as we have been doing for our Pods since March.

We have carefully considered families who have more than one child at the school as we are aware that parents may need to attend work straight after dropping children off. Please see below for details and the staggered entry times.

- If you have more than one child at school, please arrive at the entrance at the **earliest time given for the children in your family.**
- Enter the school only via the Parkfield Avenue gate.
- A one way system will be in place. Parents will be permitted on site ONLY during the morning for drop off and should not go past the designated marker.
- Please walk up past the duck pond and turn left towards the playing field. School staff members will be on hand with directions. Parents of Junior children will leave them with the adult situated in the car park. They will then be directed to the correct place. Parents of Key Stage 1 (Year 1 and 2) children will turn left again when they see the school staff member and drop children off at their classroom gates. They will then leave through the Brassey Avenue gate. **This will be our one way system.**
- Reception pupils should be dropped off as soon as parents enter the school grounds using the new pathway. A member of the EYFS team will be on hand to let you know where to drop off. Parents will then make their way around the school and out through the Brassey Avenue gate.
- The school office **will not be open** for parents unless it is an emergency. Please telephone or email us with any questions and we will be happy to assist.



- **If you have more than one child at school, please see the table for your earliest entry time and bring all children in at this time only.** Take each child to the designated drop of point where teachers will be expecting them. For example, if you have children in Year 1 and Year 4, please arrive at 8.40am, direct your Year 4 child to the adult waiting in the infant school car park and take your Year 1 child to their classroom gate. Exit promptly through the Brassey Avenue gate.
- Parents should not stop at any point and the line must keep moving to avoid groups congregating.
- Please remember to socially distance at all times while waiting for the school gate to open and when on site.
- Year 6 pupils will not be permitted to walk to or from school without an adult until further notice. All children should be accompanied by an adult.

ENTRY DETAILS

Year Group	Drop off time	Drop off point
Year 6	8.30am	Please drop the children off when you see the adult waiting in the staff car park
Year 5	8.35am	Please drop the children off when you see the adult waiting in the staff car park
Year 4	8.40am	Please drop the children off when you see the adult waiting in the staff car park
Year 3	8.45am	Please drop the children off when you see the adult waiting in the staff car park
Year 2	8.50am	Please drop off at the classroom gate
Year 1	8.55am	Please drop off at the classroom gate
Reception	9am	Please drop off at the bottom of the Reception pathway

Collection will work in a slightly different way and year groups will come out together using both school gates. Please see the table below for timings. As we are using both gates, the exit times should be quick and not hold up parents for too long if they have more than one child at school. Parents should wait outside the school gates on the left until their child is brought to them by the class teacher. Please then make your way home on the right hand side of the road to avoid congestion.

END OF DAY DETAILS

Year Group	Class	Exit time	Exit point
6	Rosen	3.05pm	Brassey Avenue Gate
6	Mian	3.05pm	Parkfield Avenue Gate
5	Lewis	2.35pm	Brassey Avenue Gate
5	Zephaniah	2.35pm	Parkfield Avenue Gate

4	Blackman	2.40pm	Brassey Avenue Gate
4	Walliams	2.40pm	Parkfield Avenue Gate
3	Jeffers	2.45pm	Brassey Avenue Gate
3	Angelou	2.45pm	Parkfield Avenue Gate
2	Dahl	2.50pm	Brassey Avenue Gate
2	Sentat	2.50pm	Parkfield Avenue Gate
1	Donaldson	2.55pm	Brassey Avenue Gate
1	Shireen	2.55pm	Parkfield Avenue Gate
R	Kerr	3pm	Brassey Avenue Gate
R	Inkpen	3pm	Parkfield Avenue Gate

We fully appreciate that starting and finishing the school day using a staggered approach will not be as straight forward as our usual 8.45am start. We very much hope that these arrangements will be temporary and that Government Guidelines will soon allow us greater flexibility.

We are hoping to get our Breakfast Club and After School Club running as soon as possible for those who need the facility due to working hours. More information will follow shortly.

Please look out for further information which will be emailed to you nearer the start of Term 1. It is crucial that all pupils are on time for entry to school to avoid unnecessary mixing of Year Groups. Children should be in full school uniform and have a full PE kit (suitable for all weathers). If you feel you are eligible for Free School Meals, please do apply for them as soon as possible so that we can action funding for you. Use the following link:

<https://www.eastsussex.gov.uk/educationandlearning/schools/school-life/meals/free/>

On behalf of all staff at The Parkland Federation, we are absolutely delighted to welcome you back.

Best wishes,

Ms S Simpson – Head of Schools