

Birchwood Primary – Changes to Family Arrival and Collection Times

Please - We need your help to continue to keep all our children safe!

Changes to staggered start and finish times: November 2020.

After much discussion with our colleagues at The Polesworth School we are making changes to our arrival and collection procedures to support all our children and their families to be able to get to and from school as safely as possible.

With The Polesworth School children finishing between 2:35pm and 2:45pm, we are pushing back our collection windows from Birchwood to reduce the number of people outside our school gates at the same time. Children in Reception, Year 1 and Year 2 will now be released from class from 2:50pm. Children in Years 3, 4, 5 and 6 will now be released from 3:00pm.

Year Group	Arrival Window	Collection Window
Reception	8.30am - 8:40am	2:50pm - 3:00pm
Year 1	8.30am - 8:40am	2:50pm - 3:00pm
Year 2	8.30am - 8:40am	2:50pm - 3:00pm
Year 3	8.40am - 8:50am	3:00pm - 3:10pm
Year 4	8.40am - 8:50am	3:00pm - 3:10pm
Year 5	8.40am - 8:50am	3:00pm - 3:10pm
Year 6	8.40am - 8:50am	3:00pm - 3:10pm

Arrival at school

Our school gates will not open until 8:30am. Please do not arrive at school before 8:30am to avoid having to wait and gather outside of our school gates. Please also do not arrive before your earliest family arrival window.

If you have more than one child attending school, then please arrive at school at your family's **earliest window**. We are happy to have older siblings in class earlier.

Collection from school

Our school gates will not open until 2:50pm. Please do not arrive at school before 2:50pm to avoid having to wait and gather outside of our school gates. Please also do not arrive before your latest family collection window.

If you have more than one child attending school, then please collect your children at your family's **latest window**. We are happy to have younger siblings in class for longer.

Children will not be dismissed by their teacher until the end of THEIR school day.

Health and safety of our children

PLEASE help us to help you to keep your children and everyone else's children safe, by sticking to your **NEW** family arrival and collection times.

The Polesworth School have made provision in school for older siblings who collect children from Birchwood. This means they do not have to leave their site until their collection window, which will save them having to wait outside.

Many thanks for your continued support and understanding.