



SHADE
Primary School



Knowlwood Road, Shade, Todmorden, Lancashire OL14 7PD

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7th September 2020

Dear parents,

We cannot wait to see all the children tomorrow.

Obviously tomorrow morning and after school are going to be rather different to normal and there will no doubt be teething troubles with the new arrangements. I am sure if we all work together then we can minimise these and make any changes needed.

I've listed some things that may help:

Drop off

- Families arrive with the earliest sibling time to the correct gate and children will make their way to their correct door once on site
- If you are arriving at the Knowlwood road gates then you may come on the yard, following the orange social distancing arrows and lines and then hand over to the class teacher.
- If you are arriving at the car park entrance then you follow the lines up to the gate at the house and hand over to class teachers.
- Staff will not have time to chat as it is essential to get the children into school as soon as possible
- Please be prompt

Pick up

- Classes will be brought out and stand on the orange lines, then released to you when you are spotted
- On Knowlwood road you will need to wait along the pavement, socially distanced
- On the car park, again wait an socially distance
- If you have a child that needs collecting from both the bottom and the top at the same time then collect the younger child first then walk up Knowlwood Road to collect the KS2 child/children; an adult will be waiting with them.
- Please be prompt

Class	Entrance	Time of arrival	Time of departure
Nursery	Car park	9.00	3.30
Reception	Car park	9.00	3.30
Year 1	Car park	8.50	3.20
Year 2	Car park	8.50	3.20
Year 3	Top yard big gate Head teacher's entrance	9.00	3.30
Year 4	Top yard main gate Main entrance	9.00	3.30
Year 5	Top yard big gate Head teacher's entrance	8.50	3.20
Year 6	Top yard main gate Main entrance	8.50	3.20