

Dear All,

On Tuesday 15th July, the DfE published guidance for schools: Schools Covid-19 Operational Guidance (July 2021). This document sets out how schools are expected to operate once most Coronavirus restrictions are lifted after the 19th July. Given the closeness of this date and the end of term, I am sure most parents will understand that very little will change in the last four days (the guidance recognises this too). However, there will be a number of significant changes once school reopens for the new academic year in September. We will provide parents with more details on most of these changes in the remaining days between now and the end of this term. **The remainder of this email focuses on the changes that will be made to school start and finish times / arrangements in September.**

The guidance and ministerial statements in Parliament make it clear that schools are no longer required to minimise the number of people on site through measures such as staggered start / finish times.

Notwithstanding this, we have taken into account a number of factors before deciding on the new arrangements. For example: -

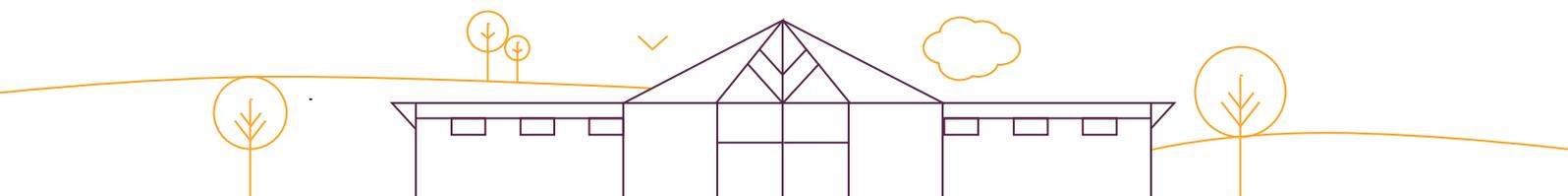
- The likely range of parental expectations and preferences post Covid19 restrictions;
- How well the arrangements were working prior to Coronavirus;
- The extent to which we need to manage (*the dispersal / thinning out*) movement of parents through the school at start and finish times;
- The potential use of exit and entry gates alongside of possible one-way systems;
- Operational matters that are impacted by school day timings such as: support staff contracts, the length of the teaching day, extra-curricular clubs, staff CPD logistics and SLT courtyard duties;

The arrangements set out below were created in consultation with Paul Hoskins (Parent Governor) utilising his Health & Safety expertise. Paul is satisfied with these arrangements and is very happy that careful consideration has been given to this important matter. It is the Governing Body's responsibility/duty to set the times for the school day.

Start of the School Day

Registration (start of the school day) for all pupils will be **8.45 am.**

- The school gates (Lock Road Gate, Main School Gate and Tree Tops Gate) will be opened by the site team in that order at 8.25, 8.26 and 8.27 respectively.
- The Tree Tops Gate will become EXIT only for Berrywood parents and will be manned by the Site Team. Both the other two gates will be entry and exit gates.
- **All classroom doors will open to the children at 8.30am.** There is no requirement for children to arrive in classrooms until 8.45am.
- 'Keeping to the left' will be encouraged around the potential pinch point of the pillar outside the school reception. We are moving some items of outdoor furniture from this area to increase space.
- Parents will be welcome to visit the school reception team, but queues at peak times will be managed to avoid causing disruption to the flow of people accessing the school site.
- In preparation for the new building works, the double Yellow doors (currently used by Year R, Year 3 and Year 4 parents) as a walkway through the school to the Courtyard will be kept locked from September 1st.
- Whilst parents will be encouraged not to engage staff in any lengthy conversations, brief interactions will once again become a part of our regular routine,
- SLT will be on Courtyard duty from 8.25 – 8.45
- The courtyard will be closed shortly after 8.45 and all school gates locked to secure the site.
- Children arriving after 8.45 will need to report to reception and will be recorded as late.



NB There are no changes to morning 'Berries' other than all parents will now need to use the main school gate to access the building.

Main Changes from Pre-Pandemic

1. KS1 classroom doors opening 10 minutes earlier (8.30 compared to 8.40)
2. Official start time for all children is now 8.45 (KS1 children previously 8.50)
3. Tree Tops Gate is now EXIT only compared to being exit and entry.
4. No access to Courtyard through double yellow door walkway.

End of the School Day

The End of the school Day for *nearly* all pupils will be **3.15pm**

- The three school gates will be opened from 3.07 in the same order as in the morning. The Tree Tops Gate will be EXIT only as per the morning. The other two gates will be entry and exit, also as per the morning.
- **Year 5 and 6 pupils who walk/cycle/scoot independently will leave school at 3.10**
- All other classroom doors will open at 3.15 and children will begin leaving.
- SLT will be on courtyard duty from 3.10 – 3.30
- The courtyard will be closed with gates locked and the site re-secured at 3.30pm.

Main Changes from Pre-Pandemic

1. Tree Tops Gate is now EXIT only compared to being exit and entry.
2. Gates open from 3.07 compared to 3.05
3. Year 5 & 6 independent walkers leaving 5 minutes earlier 3.10 compared to 3.15
4. A set time for closing the courtyard and re-securing the site.

We certainly can't create the circumstances whereby we end all the challenges of the 'school run'. Nor can we select times that will ideally suit all parents in a school our size. However, we have tried hard to create school day arrangements that will enable parents to come and go quite easily without excessive queueing or waiting, and with some flexibility regarding exit and entry points. We are confident that the arrangements will enable us to operate safely without any obvious discomfort to parents at these busy times of the day.

Kind regards,

Chris Reilly