



15<sup>th</sup> September 2020

Dear parent/carer,

## **Reception & Nursery Entry and Exit**

To ensure the safety of all, we are making the following changes to reception and nursery procedures.

### **Nursery**

We are introducing new timings for nursery parents. These will start from Wednesday 16<sup>th</sup> September.

The morning session will start at the slightly earlier time of 8:35. The morning session will therefore finish at 11:35.

The afternoon session will start and finish as normal. Times are 12:40-3:40.

### **Reception**

New timings and systems will begin straight away for Reception.

#### *Morning Entry*

The staff will be waiting to receive children from 8:45 until 8:55. This will help to spread the number of families arriving together. Children will then go into school with their teacher.

Staff will be at the gate area and no parents will be allowed past this point. Please say your goodbyes before reaching the gate so your child can walk straight into their class line and others can enter.

#### *Afternoon Exit*

Reception classes will come out in the following order from 3:20. The next class will not start to dismiss until the majority of the previous class have left the area.

1st. RGB Miss Beattie

2nd. RKL Mrs Lawrenson

3rd. RLN Miss Nesbitt

Please use the white dots to help social distance when waiting for your child. Please do not take up a space until your child's class are due to come out and leave space for others to exit the area. We hope that there will only be a few minutes wait in between each class.

We must ask that parents exercise social distancing and work with us to make sure everyone is as safe as possible.

We will continue to observe and review these changes over the coming days.

Many thanks for your help and support.

Mrs Cunningham  
Head Teacher