



Park Primary School

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Emma Grant
Headteacher

23.10.20

Changes to Drop Off and Collection Times

Dear Parents, Carers and Families,

After half term, we will be changing our drop off and collection times so that we can maximise our lesson times.

From Tuesday 3rd November (Monday 2nd is an INSET day), please drop off and collect your child at the following times:

If your child's surname begins with A B C D E	If your child's surname begins with F G H I J K	If your child's surname begins with L M N O P Q	If your child's surname begins with R S T U V W X Y Z
Drop off at 8.40	Drop off at 8.45	Drop off at 8.50	Drop off at 8.55
Collect at 3.00	Collect at 3.05	Collect at 3.10	Collect at 3.15

All children should be in school by 9.00am when registers close.

All children should be collected by 3.30pm.

We appreciate that some of you are doing multiple drop offs at different schools and settings. Please email admin@park-pri.hants.sch.uk or leave a message with your child's teacher if you need to discuss a different time slot for your child.

All other drop off and collection arrangements remain the same:

- Only one parent/carer is allowed on site to drop off or collect children.
- Children must stay in their household group - ensure younger siblings in particular stay with you at all times.
- Parents must stay 2m from one another at all times. Do not walk alongside or with each other, regardless of your relationships outside of school.
- Please follow the arrows on the playground.
- Leave a 2m distance between yourself and school staff.
- Do not congregate on Gloucester Road or Bryce Gardens to talk or smoke.

Yours sincerely

Miss Emma Grant
Headteacher