

# DOTHILL PRIMARY SCHOOL

Severn Drive, Wellington, Telford, Shropshire, TF1 3JB  
Telephone 01952 386870



**Head Teacher: Becca Butler**

Dear Parents/Carers

As the Prime Minister is easing restrictions on the country, we too want to ease restrictions where we can while still ensuring the safety and welfare of you, your children and our staff.

With this in mind we have looked again at the beginning and end of the school day. You have all been incredibly patient and so good at following our systems without complaining (even though I know some of you found them frustrating/inconvenient). The following information sets out a new procedure for the bringing and collecting of your children which I hope will be manageable for the long term. These new systems will begin after half term on **Tuesday 8<sup>th</sup> June 2021** (Monday is a PD day).

I have consulted with a cross section of parents regarding these changes, including our parent governors and representatives from the Friends of Dothill. There has been an overwhelmingly positive response.

As you know I am on the gate every day so if you have any questions or need any clarity please feel free to ask.

(As with everything at the moment this is subject to change if national government advice should change).

Please read the following very carefully so that you know what to do:

## **Arriving at School:**

Gates open for all pupils at 8.30am

All classroom doors will be open at 8.30am

All pupils should be in their classrooms by 8.55am for when formal lessons start.

There is a 25 minute window in which to bring your child to school.

**Please do not bring your child at 8.30am if you do not have to. Use the 25 minute window sensibly.**

The teacher will arrange simple morning activities to occupy the children who arrive first. They will not be missing out on any key learning by arriving later than 8.30am.

**This system will only work if we use the 25-minute window carefully.**

The back gate onto the playground will open at 8.30am and will close at 8.55am. If you have not left the site by this time you must exit through the front gate.

There is a one-way (clockwise) system in place for walking around the school.

If you come in through the back gate you can access Miss Jennings class and the Year 5 classrooms. To get to Miss Challinor's class (3C) and the year 4 classrooms you must walk around the one-way system (clockwise). You cannot cut across the playground or walk down any of the paths against the flow of people.

The current system of an adult walking their child round to their classroom is still in place for EYFS and Years 1-4. This is no longer due to Covid but supports in the orderly start of the school day and the general health and wellbeing of everyone. Adults should drop the child at their classroom and continue around the one-way system to exit the grounds. Please note the back gate will be locked at 8.55am so you cannot enter or exit via this gate after this time. If you are late you must come through the front entry gate and leave by the front exit gate.

Year 5 and 6 children can walk into school by themselves if parents wish this. They must follow the one-way system and they must go straight to their classrooms. We would expect their behaviour to be respectful and responsible. Please talk to them about this if you are trusting your Year 5/6 child to walk into school unaccompanied. If they are not responsible and respectful, then their right to walk independently will be revoked.

We understand that there are times when your morning does not go to plan and you may arrive late. If this is the case, up until 9:15am you will need to enter school via the front entry gate and go to the main office with your child. There are times when there is only one person in the office and if they are dealing with someone else you may be asked to wait until someone is available to support you.

If you are regularly late for school then Mrs Butler will have a chat with you to discuss any issues and to see how we can help you.

### **During the School day:**

The current systems remain in place for during the school day from 9:15am. Please either phone the office on 01952 386870 or ring the bell on the vehicle gate.

Please try and make appointments for your child out of school hours. If this is not possible then make them for near to the beginning or end of the day so that you can attend the appointment and then come to school or you can come to school and then attend the appointment. We would discourage appointments in the middle of the day where the child comes to school, is taken to the appointment and then is brought back to school.

## Leaving School:

Gates open at 3pm (left hand front gate and back playground gate). The one-way system remains in place at all times and must be adhered to.

Parents of EYFS children and Years 1-4 should stand in the allocated place and wait for the classroom doors to open at 3.15pm.

Allocated places:

4OL - on the grassed area outside the classroom

4M - outside the classroom (away from the door)

3C - Under the tree in the fenced area

3J - By the picnic tables away from the door

2A - on the playground beyond the fence

2T on the playground beyond the fence

1H - on the playground beyond the fence

RW - In the quad area (by the first classroom door)

Please continue to keep a 2M distance from others.

Children will come out of the doors to meet their adults. Please follow the one-way system to exit the site either by the front right-hand gate or the back playground gate.

The back gate will be locked at 3.25pm and you cannot enter or exit via the back gate after this time. If you are late you must use the front entrance.

If you have children in more than one class, please collect the child from the classroom that you get to first and pick the others up on your way around the one-way system. Please do not double back on yourself and go against the flow. The staff will keep your other children safe until you get to them!

**Years 5/6 Arrangements** - If you have children in Year 5/6 we would like to build on their responsibilities by not having them collected from the classroom door. We would ask that you make your own arrangements with your older child to either allow them to walk home alone (if you feel that they are mature enough) or to meet them at an agreed point off the school site and away from the entry/exit gates. They must follow the one-way system and they must go straight to the agreed place. We would expect their behaviour to be respectful and responsible.

Please note, Year 5/6 children cannot collect younger siblings from their classrooms. It must be an adult that does this.

If you are not comfortable with giving your child this level of independence then please complete the form below to let us know that you will be picking them up from the classroom each day.

## Other information:

**Bikes** - You/your child should park/collect their bike each day in the bike shed as you pass by. This system should work as it currently does now. Children in Year 5 who are riding a bike to school should come out of the Year 6 door at home time to collect it and then follow the one way system round the school to exit.

**Club** - Children who are attending Dothill Preschool and Childcare (Club) will be collected from the classroom each day by their staff. Please support Club as there will be times when a long line of children are walking around school to get to Club with a member of staff at the front of the line and one at the back of the line. Please let the line walk freely and do not try to cut through it. Thank you for your understanding.

<b>Office Opening Times</b>	<b>Morning</b>	<b>8.30am - 9.15am</b>
	<b>Afternoon</b>	<b>3.00pm - 3.25pm</b>

The office is available by phone during the school day. Please try and not come to the office unless you must. Talk to Mrs Butler/Mrs Harvey like you do now and pass things on or hand things over. We will still be outside every day like we are now.

You have become very good at phoning or emailing the office. Please continue to do this wherever possible rather than coming to the office in person.

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**Parents of Y5/6 pupils - Please complete and return to the class teacher if you DO NOT want your child to walk out of school unaccompanied.**

..... will be collecting my Year 5/6 child from the classroom door every day. Please do not let them leave the site unaccompanied.

My child is..... Class.....

Signed..... Phone number .....

*Becca*

Becca Butler  
Head Teacher  
Dothill Primary School  
01952 386870