

Thursday 4th March 2021

Dear Woodberry Down Families,

Re: Pick-Up Arrangements

On Monday 8th March, all Woodberry Down children will be expected to be at school.

In the morning we ask that you drop all Reception, Year 1 and Year 2 children to Gate 1 as was the arrangement in Autumn Term. These gates are already signposted for your information. The children should come through the gate and make their way to their classroom door where their teacher will be waiting. Again, KS2 children should arrive through Gate 2 and make their own way to the playground to meet their teacher. No parents or carers will be permitted through the school gates at the beginning of the day.

Morning Drop Off Timetable

Time	Gate 1 (Infant Gate)	Gate 2 (Main Gate)
8.45am	Year 2	Years 3 & 4
8.55am	Year 1	Years 5 & 6
9.00am	Reception	Nursery



At the end of the school day we will be asking you to:

- Arrive to collect your child alone. **Only one adult should attend school to reduce crowding.**
- **Arrive wearing a face covering or mask.** Those without a mask will not be able to enter the school grounds until all other children have been collected.
- **Leave your car at home or park far from the school.**
- Arrive no earlier than 3.25pm to reduce any crowding or gathering.
- Create a sensibly distanced line leading away from the school towards Seven Sisters Road, at Gate 1.
- Make your way to the school playground where the children will be waiting with their classteacher after a member of staff has opened the gate.
- **Collect your child from their teacher and leave as quickly as possible.** Arrange to speak to the classteacher on the telephone if you need to have a conversation.
- Follow the one way system and leave the school grounds by using Gate 2.

As always, if you have any questions, do let us know.

Kind regards,



Nicole Reid
Executive Headteacher



Mr Derek Hewie
Headteacher