



# MANOR PARK CE (VC) FIRST SCHOOL & PRE-SCHOOL

Mellstock Avenue  
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DORCHESTER

Headteacher: Mrs Melanie Pallister

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Inspiring all to learn and grow 

22nd September 2020

Dear Parent/Carer,

As you are aware we have been reviewing daily the procedures for dropping off and collecting and have changed a few things as we have gone along. In the newsletter recently we shared that we are going to make further changes but required time to prepare and buy additional resources. We are now at the point where we can share these changes with you so we can put it into action on Monday 28th September, allowing time if parents need to make arrangements. I know that this is a long letter but please do read it carefully so that as a school community we all know our responsibilities and understand the arrangements we are putting in place.

Listening to parents, one of the most challenging points is the length of time required to wait. As we have all become accustomed to the changes required, and our new Reception children are settled, we believe that we can now shorten the length of time between the staggered drop off and collection times. The turnaround time continues to be very tight, therefore it is important that you follow all the procedures that are being asked of you at this difficult time.

It is VITAL that you continue to help us by:

- Coming at your allocated time. We appreciate it is difficult when you have siblings in different year groups however some parents are arriving 10 minutes before their time and this adds pressure onto spaces.
- If you feel a waiting area is too full then please find an area away from this space enabling you to social distance, please do not stand where people are moving through the school though.
- As outlined in the government guidance, we are required to limit the number of people in one place. We therefore ask that only 1 adult drops off and collects your children.
- Please follow the entrance and exit routes. We appreciate it may seem a longer route but they are there to help with social distancing and therefore to protect you all.
- Please park off the school site unless you have a blue badge. After visiting our school site the police have also advised us on some key pinch points and how we can work around this. Therefore there will be further restrictions to parking. I appreciate that this will mean a further walk into school BUT it makes it much safer for all children and their families which is what ultimately counts.



- Using all methods of communication so that long conversations are not required at the gates allowing for the flow of people in and out of the school. Please use Google classroom from Monday 28th September to private message teachers, or email the school office on [office@manorpark.dorset.sch.uk](mailto:office@manorpark.dorset.sch.uk) and a message will be given to the classteacher who will reply as soon as possible. Phone calls for this half term are currently being made and this will continue each half term during these restrictions.

We will be continuing to use 3 different gates, 2 at the front of the school site and 1 at the back of the school site, to support social distancing. However it is an expectation that you also take responsibility to follow social distancing set out by the Government.

Please see below for a timetable sharing times and areas for the drop off and collection points and a map showing each area with entrance and exit arrows.

Thank you again for your patience and understanding at this challenging time. I have been overwhelmed with your positive comments and smiles.

Yours sincerely



Mrs M Pallister  
Headteacher

### Rota of Drop off and Pick up areas

	Class	Entrance to be used	Gate	Drop Off Time	Pick up Time
Year 4	Panda	Side Gate by Year 4	2	8.30am	2.30pm
	Turtle	KS1 playground gate	1	8.30am	2.30pm
	Eagle	Double Gate on Field	3	8.30am	2.30pm
Year 3	Otter	Side Gate by Year 4	2	8.35am	2.35pm
	Tiger	KS1 playground gate	1	8.35am	2.35pm
	Owl	Double Gate on Field	3	8.35am	2.35pm
	Bumblebee	Side Gate by Year 4	2	8.50am	2.50pm
Year 2	Meerkat	Side Gate by Year 4	2	8.40am	2.40pm
	Penguin	KS1 playground gate	1	8.40am	2.40pm
	Kingfisher	Double Gate on Field	3	8.40am	2.40pm



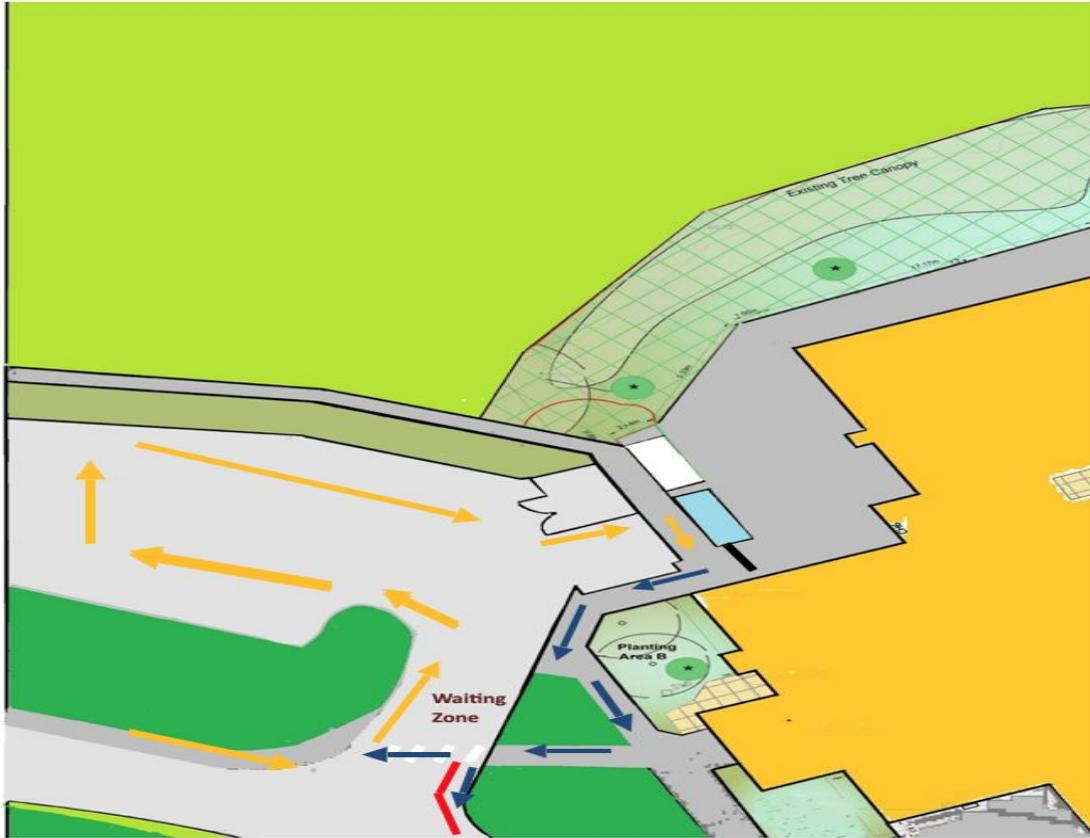
Year 1	Hedgehog	Side Gate by Year 4	2	8.45am	2.45pm
	Octopus	KS1 playground gate	1	8.45am	2.45pm
	Parrot	Double Gate on Field	3	8.45am	2.45pm
Reception	Robin Rabbit Rainbowfish	KS1 playground gate	1	8.50am	2.50pm
		KS1 playground gate	1	8.50am	2.50pm
		KS1 playground gate	1	8.50am	2.50pm

Pre-School	Pre-School entrance	4	Session 1 9.00am - 12.00pm	Session 2 12.00am - 3.00pm
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Map of drop off and collection points



### Gate 2



### Gate 3

