

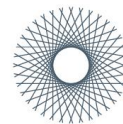


Alban Wood Primary School and Nursery

The Brow, Watford WD25 7NX

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Executive Headteacher: **Paul Sutton** – Head of School: **Hazel Pinder**



AGORA
LEARNING
PARTNERSHIP

We value: Respect, Kindness, Ambition

Work together, learn together, succeed together

Monday 14th September 2020

Dear Parents/Carers,

End of Day Collection of Children

Thank you for your support during the first full week back. It has been a very different start to the school year but we have been so impressed with how the children are embracing the new regimes.

As a Senior Leadership Team, we have evaluated the procedures we have in place and have decided to amend the arrangements for the end of the day. We have noted that due to the parking situation outside the school, dismissing the children onto the pavement is not ideal. Please see the details of the new system below, starting from tomorrow (Tuesday 15th September 2020).

From Tuesday 15th September, we will be opening the gates to the car park at 2:55pm -3:25pm. You will then be able to wait in the car parking area for your children. As a staff, we will ensure that this area is clear of cars and there will be no cars entering or leaving the site during this time. At the allocated time, the class teacher will bring their class to this area. Early Years and Key Stage 1 will be dismissed using the gate directly outside the office. Key Stage 2 will be dismissed using the gate by the zebra crossing. Once you have collected your child, please leave the site promptly via the open car park gate.

Please see below a reminder of the collection times for each class. These have not changed.

Year Group	Pick up Time
Nursery	12:00/3:00pm
Reception	3:00pm
Year 1	3:05pm
Year 2	3:10pm
Year 3	3:00pm
Year 4	3:05pm
Year 5	3:10pm
Year 6	3:15pm

Thank you for your support in this matter. Our main aim remains the safety of all our pupils, parents and school community.

Yours sincerely,

Hazel Pinder
Head of School