Dear Parent / Carer,

Re. September Re-opening Entrances and Exits for Year 1 and 2

As a school, we are trying to reduce face-to-face contact due to Covid-19 to keep the community safe.

Start of the Day (Monday to Friday)

From September, parents will need to drop their children off at the school gates to reduce the number of people on the school playground. There will be a member of staff at every gate and around the school to ensure the children get to their classrooms safely.

- **Year 1** will need to be dropped off at the Washbrook Road gate between 8:50 and 9:00am ready for registration to take place at 9:05am.
- **Year 2** will need to be dropped off at the Washbrook Road gate between 8.30am and 8.45am ready for registration to take place at 8.50am.

Each class will have an allocated door. Your child’s class teacher will show your child where the entrances are located on transition day. Please see the diagram on the reverse of this letter for the allocated entrances for each year group/class.

End of the Day (Monday to Thursday)

In addition to this, we will stagger the finish times at the end of the school day. Parents are allowed to come onto the playground at the end of the school day. Children should be collected from the locations on the diagram on the reverse of this letter.

Please be prompt and note the allocated times below for your child’s year group.

- Reception will be dismissed at 3pm
- **Year 1 & 2 at 3:10pm**
- Year 3 and 4 will be dismissed at 3.20pm
- Year 5 and 6 pupils will be dismissed at 3.30pm

Head Teacher: Mrs S M Rose  Deputy Head Teacher: Mrs G Smith
End of the Day (Friday)

- Reception will be dismissed at 12:15pm
- **Year 1 & 2 at 12pm**
- Year 3 and 4 will be dismissed at 12:10pm
- Year 5 and 6 will be dismissed at 12:15pm

All children will be dismissed at the locations on the diagram as shown below. Please stand back to allow teachers to dismiss the children safely.

If you have any questions, please contact us on one of the below email addresses:

- Year1@wardend.bham.sch.uk
- Year2@wardend.bham.sch.uk

If you prefer to speak to a member of staff, please contact the school office on 0121 464 5424.

Thank you for your understanding and cooperation at this difficult time.

Kind regards

Mrs. S. Rose