



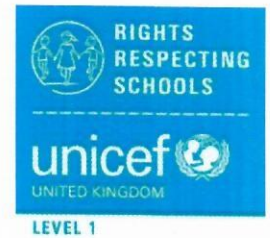
BEACONSFIELD PRIMARY SCHOOL

Beaconsfield Road, Southall UB1 1DR

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Website: www.beaconsfieldprimary.org.uk

Tel: 020 8574 3506 Head Teacher: Mr D. Woods



13th October 2020

Dear Parents/Carers

RE: Changes to afternoon pupil collection (from Monday 19th October)

I wanted to once again thank you for your support and understanding over these past weeks with the arrangements to drop-off and collect pupils. I do know that these have been inconvenient for some families with more than one child in school. We have only had measures in place to support the safety of children, staff and families.

We are very aware that as the days get shorter, colder and wetter through winter that we need to make further improvements at the afternoon collection time so that this can continue safely but crucially also be quicker.

From **Monday 19th October** we will be introducing a "**One-Way Collection**" system for all classes from Year 1 through to Year 6.

- All parents/carers collecting **must enter** the school through the **Beaconsfield Road Gate (ONLY)**
- After entering you will go to the playground.
- All Year 1 and Year 6 classes will be waiting at fixed points on the playground with signs. (**Yellow classes** will be near the bike sheds and the green fence while **Blue classes** will be near the nursery fence and artificial grass area).
- You will collect all your children from each different class and then **EXIT** through the **Oswald Road Gate (ONLY)**
- As this is a "**One Way System**" no exit to Beaconsfield Road is permitted.
- Pupils in **Reception classes** and **Nursery** will continue to be collected from the classroom door.
- Pupil in **ARP classes, (Starfish & Dolphin)** will be collected from the gate of the ARP play area (ARP parents will need to enter the school from the Beaconsfield Road gate).

Please note the morning drop-off arrangements will remain the same. Pupils in Year 6, 1 and 2 enter from Beaconsfield Road and pupils in Year 3, 4, 5 and ARP classes enter from the Oswald Road gate. We expect all pupils to have arrived by 8:50am (at the very latest). The gates are open from 8.30am to allow a full 20 minute period to enter the school.

Your child IS LATE if they have not entered before 8.50am.

Reception pupils now enter directly to their classroom area through the nursery gate.

Face coverings: We expect **all adults** to wear face coverings at all times when on the school site. You will not be able to enter the site for collection without a face covering.

School Office: During the continuing pandemic our school office is operating with reduced hours. The hours of the school office are: **9.00AM – 2.45PM (ONLY)**. **Please only visit the office for essential matters.**

We do hope that these changes will help to make the afternoon collection quicker and more efficient. As this is a change there will be some small problems over the first few days and I again ask for your support and understanding with these. We are all working to keep children safe and to try and reduce delays.

Yours sincerely

Mr Dave Woods
Head Teacher



HEALTHY SCHOOLS
LONDON



ONE WAY
EXIT
to Oswald
Road [ONLY]

ONE WAY
PICK-UP
From
19th OCTOBER

ONE WAY
ENTRANCE
from
Beaconsfield
Road [ONLY]

