

# Holbeach Primary School

Nelgarde Road, London SE6 4TP

Tel: 020 8690 4713 Email: [admin@holbeach.lewisham.sch.uk](mailto:admin@holbeach.lewisham.sch.uk)

Web: [www.holbeach.lewisham.sch.uk](http://www.holbeach.lewisham.sch.uk)



Today's learners are tomorrow's leaders

Friday 11<sup>th</sup> September 2020

Dear Parents/Carers,

## RE: STAGGERED DROP-OFF AND COLLECTION

We are writing to say thank you and well done to everyone for your contribution in making this first week of term as successful as we could have hoped for. We are thrilled to confirm that there has been **95.8% attendance** this week!

It was particularly wonderful to see parents/carers and children smiling on their return to school on Monday. Thank you for all the waves, smiles and cooperation. **We appreciate that many of you will have had to make significant changes to your arrangements** to enable the social distancing at drop off and collection times.

The revised systems are new to all of us and they are going to need to be amended until they feel right for Holbeach. **We must make every effort to ensure that parents/carers are socially distancing, and not congregating directly outside the school gates.**

Having reflected on the staggered 'drop off' and 'collection' procedures we would like to remind you of the following points:

- A maximum of **one adult** should attend the drop off/collection for a child.
- **Parents/Carers** are encouraged to **wear a face covering** where social distancing cannot be maintained.
- Please enter the school through the large black gates and follow the **one-way system**, around the **outside of the grass area**, and exit through the black metal gates.
- Parents/Carers **must not come onto the grass area**. Drop-off and collection **cannot be used for speaking to staff** (any messages and concerns should be shared via telephone or email).
- All parents/carers must ensure that they **arrive within their allotted time** for each drop off or collection (not too early or too late). See overleaf for timetable
- Please **avoid parking outside the school** on Doggett Road, the road is exceptionally busy at drop off and pick up times.
- If you do have to wait outside the school between staggered starts, **please wait on the opposite side of the road or on one of the socially distanced markers** against the wall (where possible) to avoid blocking the pavement which results in other families having to walk in the road.
- Older children (from **Year 3 onwards**) should be encouraged to **enter the playground on their own** to reduce congestion.

All advice and information regarding drop-off and collection and the school's response to the coronavirus pandemic is available on the [school website](#).

Finally, we would like to ask you to continue to show the patience and positivity that you have shown so far and to continue to work in partnership with us, as we all adjust to this new way of life in the school.

Yours Sincerely,

Mr Bulpitt  
Headteacher

Mrs Robertson  
Assistant Headteacher

Mr Morriss  
Assistant Headteacher

Headteacher:  
Mr Tom Bulpitt

Assistant Headteachers:  
Mrs Angela Cronin  
Mr Phil Morriss  
Mrs Karen Robertson

School Business Manager:  
Mr Gareth Hudson

Premises Manager:  
Mr Derek Holmes

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## Staggered Drop-off and Collection Timetable

### **Nursery (*drop-off and collection for Nursery is via a separate gate on Nelgarde Road*)**

Drop-off = 8:45am – 9:00am and 12:30pm – 12:45pm

Collection = 11:30am – 11:45am and 3:15pm – 3:30pm

### **Reception, Year 1 & Year 2**

Drop-off = 8:40am – 8:50am

Collection = 3:00pm – 3:10pm

### **Year 3 & Year 4**

Drop-off = 8:55am – 9:05am

Collection = 3:15pm – 3:25pm

### **Year 5 & Year 6**

Drop-off = 9:10am – 9:20am

Collection = 3:30pm – 3:40pm

Headteacher:  
Mr Tom Bulpitt

Assistant Headteachers:  
Mrs Angela Cronin  
Mr Phil Morriss  
Mrs Karen Robertson

School Business Manager:  
Mr Gareth Hudson

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Mr Derek Holmes