

24 August 2021

Dear Parents / Carers,

Drop off and collection arrangements: September 2021

I hope you are enjoying the summer break, but as we approach the end of the holidays, I am aware many of you are already thinking ahead to our return in September. I would like to advise you of our plans, subject to changes in Government Guidance of course.

We are hoping in September there will be less restrictions regarding bubbles and parents/carers being able to access the school site and are very excited to welcome you back onto the playground during drop off and collection times as we begin the new term. We have made some changes as to how children will be dropped off and collected as outlined below, however, additional staff will be on hand for the first few days to support and direct pupils.

All pupils and their parent/carer parents should enter via the Dalton Street gate and then drop their children to relevant entrance point.

Parents/carers should then leave the school site via the James Street gate.

Please note teaching staff will not be available to discuss matters in the mornings, however staff who are on the playground will take messages and pass them on to the relevant staff member. Alternatively, we would encourage you to email the relevant year group email:

EYFS@oasis Skinner Street.org

Year1@oasis Skinner Street.org

Year2@oasis Skinner Street.org

Year3@oasis Skinner Street.org

Year4@oasis Skinner Street.org

Year5@oasis Skinner Street.org

Year6@oasis Skinner Street.org

Principal – Mrs Victoria Richmond

Skinner Street, Gillingham, Kent, ME7 1LG
Tel: 01634 850213. Fax: 01634 580775

www.oasisacademyskinnerstreet.org

Pupils should be brought to site from 08:40hrs and the gates will close at 08:50hrs. Pupils arriving after this time will need to wait at the purple gates by the Skinner Street entrance for the Attendance Officer, who will record all late marks and the reasons for lateness.

We have deliberately allowed a 10-minute window for pupils to arrive, in order to avoid large numbers of people arriving at the same time, as we recognise there may be anxieties for some in being in a crowded area.

Entrance points:

KS2 will enter via the main KS2 glass door via the ramp

KS1 will enter via the main KS1 Purple door

Pupils will be collected between 3:15hrs – 3:25hrs.

Parents/carers should enter via the Dalton Street gate and then wait for their children at the relevant collection point before leaving the school site via the James Street gate.

Pupils in EYFS will enter through the small wooden gate via the Reading Area and a separate letter will advise parents/carers of the drop off and collection times.

Collection points:

EYFS: exit via the small wooden gate via the Reading Area

Y1 – exit via the main KS1 Purple door

Y2 – fire exit from Y2 classroom

Y3 – collected from external Hall Door

Y4 – exit via the main KS2 glass door via the ramp

Y5 & Y6 will exit from the covered area on the main playground

Pupils in Years 5 and 6 are permitted to walk home on their own subject to the office receiving an updated and completed permission form by parents/carers which will be sent separately, and which must be completed and returned to the office as detailed on the form.

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Please be advised if you wish for someone other than a parent/carer to collect from school, this needs to be emailed to office@oasis Skinner Street.org no later than 2:30pm on each occasion with a password confirmed. We ask this, to protect and safeguard our pupils, and to allow the Administration Team time to share this information with the relevant teaching staff.

Only pupils in years 5 and 6 who are walking to and from school will be permitted to bring a labelled mobile phone to school. This will be handed in on arrival and collected at the end of the school day. Parents/carers need to complete the relevant section on the permission form sent separately, before returning to the office as detailed on the form.

This is a trial arrangement, and we will be seeking your feedback at the end of term 1 for ideas and suggestions on how we can improve the process for everyone.

As always, this information is subject to any reviews and changes to Government Guidance.

Please enjoy the remainder of the summer break and I look forward to seeing our pupils when they return on Wednesday 1st September.

Yours sincerely

A handwritten signature in blue ink that reads "V Richmond".

Mrs V Richmond

Principal

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