



Highwood Primary School,
Fairwater Drive,
Woodley,
READING,
Berkshire.
RG5 3JE

Tel: 0118 926 5493
Fax: 0118 926 6819

Email: admin@highwood.wokingham.sch.uk
www.highwood.wokingham.sch.uk

Head Teacher: Mr M Hickey BA(Ed), PE QTS

25/09/2020

Dear Parents / Carers,

Now that we have all our pupils in school full time, we have started to evaluate our drop off and pick up arrangements. On the whole, we are very pleased with how smoothly the one-way system works but have noticed a few things that could be improved from both school and parent perspectives.

One of the key things that parents can support us with is sticking to the staggered times we have shared previously.

As a reminder the staggered times are as follows:

Class	Drop Off	Pick Up
F1	8:45am	3:05pm
F2	8:50am	3:10pm
Year 1	8:45am	3:05pm
Year 2	8:55am	3:15pm
Year 3	8:50am	3:10pm
Year 4	8:45am	3:05pm
Year 5	8:50am	3:10pm
Year 6	8:55am	3:15pm

Parents with multiple children can decide on the best route to take in order to best meet the staggered times and if one child happens to be slightly early or late because of this, the teachers will understand.

It would also be really helpful if parents left the school site promptly in order to avoid groups of people gathering together and kept a 2-metre distance if there is a need to talk to the class teacher. Following the green **and red** footprints (**particularly for Yr 4 and 6 families**) would be really helpful. It is an anxious time, so parents will need to support each other in keeping a safe distance and be receptive and respectful if an adult requests that the distance is maintained.

Updates the school will implement:

- The Woodlands Avenue gate and KS2 playground gate will **not be opened until 8:35am. Both gates will open at 3pm at pickup time**
- All classes will be open from 8:35am purely to avoid people having to queue. Please stick as closely as possible to the time listed above
- **At drop off and pick up time**, Nursery, (F1) parents will be able to wait **in the outside garden areas** (at a safe distance) to avoid congestion on the paths
- **At pick up time only**, Reception (F2) parents will be able to wait **in the outside garden areas** (at a safe distance) to avoid congestion on the paths

- **We will add a new line onto the field for Yr 1, Yr2 and Yr3 parents to queue behind.** This will create a larger space for families to leave the site via the one-way system. Please wait behind this line until your child is at their classroom door.
- We have purchased **temporary pathway** to link the tarmac next to Early Years and our Yr 1, 2, 3 classrooms to reduce the congestion outside Reception (F2).

We are in discussions with The Bulmershe School to try and better co-ordinate our end of school times and reduce the number of people using Fairwater Drive at the same time. Please stick closely to the timings, as stated above, but keep reading updates in case these change following our discussions with Bulmershe.

We are also discussing implementing a 'safe zone' around the classroom doors and / or requesting parents to wear masks if they are intending on having a discussion with the teacher. I will keep you updated with our decisions.

So, the key messages are:

- Arrive on time
- Follow the footprints
- Leave promptly
- Keep a safe distance

These actions will be implemented from **Monday 28th September**.

Thank you for your support and understanding in helping to keep everyone safe.

Best Wishes
Matt Hickey
Headteacher

