



**Federation Headteacher Miss J Concannon**  
[www.knaphillfederationofschools.org.uk](http://www.knaphillfederationofschools.org.uk)

**Thursday 8<sup>th</sup> October 2020**

**Staggered Start and Finish Times - Week Beginning: Monday 12<sup>th</sup> October 2020**

Dear Parents and Guardians,

After the end of our first full month back we would like to thank you for all of your help in supporting our efforts to return to school in the safest way possible. As you can imagine, the whole team here have worked extremely hard to ensure the safety of our community and I would like to thank everyone for all their efforts. As the children have settled in so well, and after monitoring the staggered drop off and pick up times closely we now feel the time is right to alter things a little and to reduce the waiting time for parents and children. By changing the timings this will also limit the amount of time parents and adults are on the school site. By keeping times to an absolute minimum we can continue to make the site even is safer for all; in light of the increased cases nationally – we need to be even more vigilant, but also as the weather gets worse we are sure you will appreciate having less time to stand and wait in the wet and cold! Please look below to see how this will affect you:

**Knaphill Lower School**

Year Group Bubble	Drop Off Time or Window	Collection Time	Location
Nursery	Please see Miss Wisdom's Parentmail		Nursery Gates
Reception	8.35 am	2.50 pm	Reception Doors
Year 1	8.40 am – 8.50 am	2.55 pm	Year 1 Doors
Year 2	8.45 am – 8.55 am	3.00 pm	Year 2 Doors

At **Knaphill Lower School** – In Reception, Class Teachers will come out to welcome the children into school. In Years 1 and 2, one Class Teacher will be on the door to welcome the children and children may start to go into school during any point in the window of time outlined above.

**Knaphill School**

Year Group Bubble	Drop Off Time	Collection Time	Location
Year 3	8.40 am	3.00 pm	KS Gates
Year 4	8.45 am	3.05 pm	KS Gates
Year 5	8.50 am	3.10 pm	KS Gates
Year 6	8.55 am	3.15 pm	KS Gates

At **Knaphill School** – We kindly ask that you wait in a socially distanced manner, outside of the school gate before your child's start and end time. A member of the Senior Leadership Team will come out to the school gate to welcome children into school. Each class will be called in separately and will be asked to make their own way into the school building and to their classes.



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If you have two children, on different school sites that start at the same allocated start time, please drop off the youngest sibling first, and then drop off the older sibling. Class Teachers will have a list of the families that this may affect.

As always, your continued support is much appreciated.

Miss J. Concannon  
Federation Headteacher



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