



Tuesday, 08 September 2020

Day 2 – Covid-19 arrangements update and confirmations

Dear Parent,

Things have noticeably settled down today. There are some smaller issues and clarifications to help ensure things go even more smoothly for everyone. Firstly, thank you to all families for helping and being so considerate of others at drop off and collection today – this has been greatly appreciated.

We have had two concerns raised with us and it is important to address in relation to:

1. collection of children.
2. Cars stopping and parking on zig zag lines or across neighbours' driveways

1. Collection of children

We are aware that there are some competing demands at collection times from various other schools whether they are infant or secondary, this is unavoidable, at this time. What is avoidable is any stress or worry parents have about being in two places at the same time. **It is important to us that families do not feel rushed from one collection to another.** If you are expected to be in two places at once please email your current circumstances to: office@chesswood.w-sussex.sch.uk we can then work out the most suitable collection arrangements for you. Please also read the expectations below for collection especially where it is delayed and you are late for any reason:

Ladydell Road Entrance Year 5 and 6

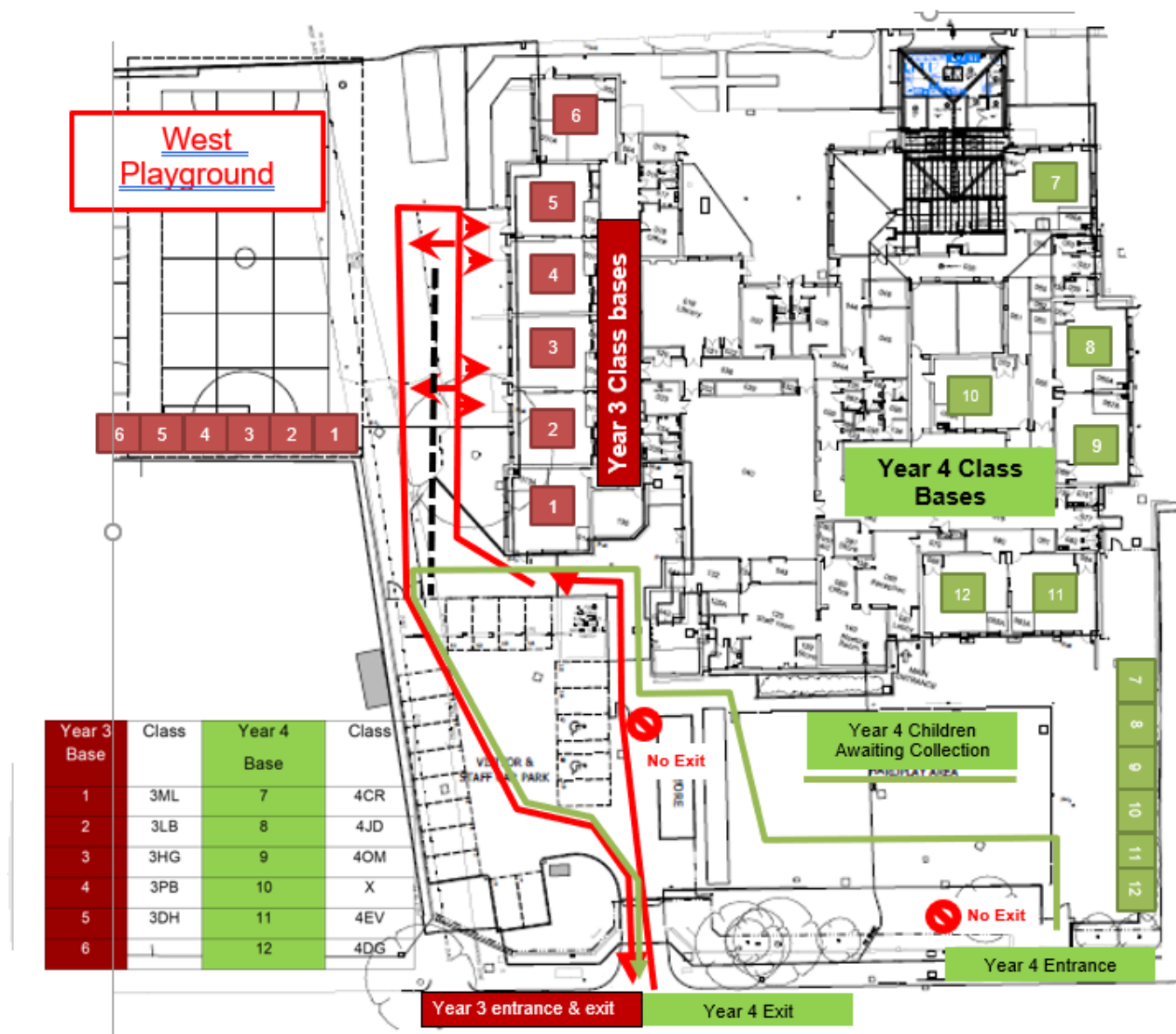
If you believe you are likely to be late, please email our team as soon as possible office@chesswood.w-sussex.sch.uk or call 01903 204141

- Wherever a child has not been collected from the Ladydell Road entrance by 3:40 p.m. and thought they were due to be collected, we will start the process of closing the gates and return them inside the school premises.
- At 3:45 p.m. any child at or visibly on Ladydell Rd and has no responsible adult available MUST walk back to the Chesswood Rd front playground.
- The child, if weather is suitable, will sit on the benches at the front of the school until 4p.m. by which time it is hoped that they will have been collected.
- If a child has not been collected by 4 p.m. and school has not received any communication we will attempt to make contact with parents and named adults. Wherever we have received communication we will follow the agreed plan.
- After 4:00 p.m. children will wait in the after-school care club for collection



Year 3 and 4 Collection Routes

Year 3 follow the red route. Year 4 follow the green route



Year 3 Arrangements

There are no changes here just clarifications.

Children will not be released unless we see a specific adult responsible for them or their sibling. They will wait outside of their classroom with their class teacher or other adult leading the class at the end of the day.

If a Year 3 child has not been collected by 3:40 p.m. they will be escorted the reception area where they will wait inside until collected.

Please avoid arriving at the school gates before 3:15p.m. Arrival closer to 3:20 p.m. would be perfect and would be very helpful. It will reduce congestion on the pavement and in the car park. Waiting in Homefield park is an option and is only a 2 min walk if you arrive early.



Year 4 Arrangements

The diagram below details the order of the class on the playground as seen from the Chesswood Road entrance this will remain the same as long as staggered collection remains in place this year.

Children will be on the playground at 3:05 p.m. the very soon after, if there has been a hiccup.				
4DG	4EV	4OM	4JD	4CR
<p>Parents arrive and look for their child in the designated class area. There are signs on each barrier and signs will be held in the air so all can see which class is where. Parent should not cross the barrier children will come to you.</p> <p>There is a one-way system. One adult may enter school premises to collect a child. The adult and child would then walk across the playground towards the Year 3 playground and leave through the double gates into the car park (next to the brick wall). It is important parents collect and leave as soon as possible to avoid congestion with Year 3 parents entering the same space at 3:15 p.m.</p>				

All Year Groups

After 4:00 p.m. children will wait in the after-school care club for collection – a charge may be payable for the inclusion in the after-school care session if we have not previously agreed a late collection and there has been more than one afternoon when a child has needed to make use of the after school care club facilities without prior notice.

2. Arrival

There are no changes and this is working well – the information below was shared on the 7th September:

- **Year 3 please do not arrive before 8:45 a.m. at the school gates.** If you think you will arrive before 8:45 please wait in an open space such as Homefield Park – it is then only a 2 minute walk from there to arrive between 8:45 and 8:55. Please continue to drop off and leave immediately after to reduce the volume of adults at or near the school premises.
- **Year 4** children enter at the Ladydell or Chesswood Rd entrance. Could we ask parents to **arrive no later than 8:35 a.m.** this will help reduce the volume of people on Chesswood Rd when Year 3 arrive.
- **Year 5 and 6 children enter at the Ladydell Rd entrance only** reducing congestion on Chesswood Rd.
 - If there are exceptional circumstances e.g. mobility difficulties for child or parent dropping off, Y5 & 6 children may enter at the Chesswood Rd entrance.
 - **Year 5 should not arrive before 8:45 a.m. at the school gates.**
 - **Year 6 should not arrive after 8:40 a.m. at the school gates**

There are no changes for the arrangement of sibling arriving at school – the older sibling may use the younger siblings entrance



3. Queueing at entrances

- Please be sensitive to the needs of others and keep at least 1 metre distancing when queueing and 2m wherever possible.
- We politely ask adults to have face coverings with them unless exempt and use them if, for whatever reason, the 1m+ spacing is compromised.
- **When queueing it is vital that families stay as close to the wall and fence as possible. This will allow other families and pedestrians to walk past safely.**

4. Parking and stopping

We would ask any parents collecting children from Chesswood to avoid seeking to stop or park near the school entrances and never on the white or yellow zig zag lines. Car should not park across the driveways of our neighbours. Cars should never enter Ladydell road for drop off or collection.

We ask this to maintain:

- a good level of safety for all children and families
- to ensure traffic flows freely – if neighbours cannot get into their driveways it often causes a significant hold up.
- good relations with our neighbours – at all times our neighbours must be shown courtesy, care and kindness.

We will seek to warn parents when any part of their vehicle is over a yellow or white line. If this happens more than once we will photograph the incident without further warning and report it to www.Operationcrackdown.org. This is a complete waste of our time though and we would ask for your co-operation in not stopping in the first place.

Finally, we would encourage all parents to use their own mobile phones to report any dangerous or anti-social behaviour to the operation above. This really does need to be a community effort – there is no need to have a conversation with a driver or passenger, simply photograph and report. You will be keeping families safer as a result. You may also contact your local councillors directly if your concerns remain:

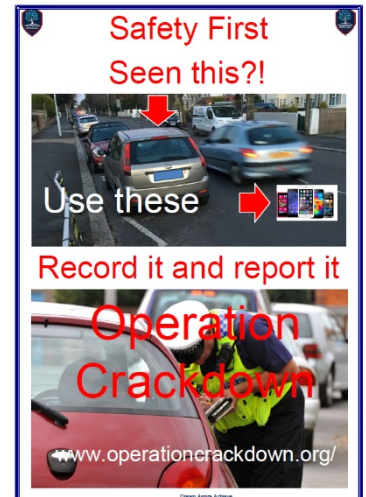
<https://democracy.adur-worthing.gov.uk/mgMemberIndexGroup.aspx?bcr=1&g=MEMWBC&m=MEMWBC>

5. Communication

We will continue to communicate frequently (daily) with parents whilst there are improvements that can be made to reduce risk of transmission between families.

Please remember any letter and communication sent out to parents may be found for your future reference at:

<https://www.chesswood.w-sussex.sch.uk/page/?title=Current+Academic+Year+Correspondence&pid=780>





Once again, we very much appreciate your communications confirming things that have gone well for your child and family and things that could be improved. We would particularly thank parents that have shared areas for improvement in such a kind, considerate way – it really makes a difference and you can be assured we will always seek to improve things when they are brought to our attention, it makes it much easier when communication is positive and respectful.

Yours sincerely,