



St Bartholomew's C of E Primary School  
Willowcroft, off Warwick Avenue, Quorn, Loughborough, LE12 8HQ.  
Telephone: (01509) 412250

March 9<sup>th</sup> 2022

## Staggered timings

Dear Parents and Carers,

I am writing with regard to amending our timings at the start and end of the day. The three-stagger structure we have had in place has helped to manage the site in a COVID secure way but I now feel able to introduce a new system, as proposed in the Autumn.

As expressed in my previous letter, my feeling is that a return to one drop-off and collection time for our school is no longer viable, given the number of pupils on roll and the nature and capacity of the surrounding road network; my concern being this would not be manageable or safe for our children, families and the local residents.

I do fully appreciate however, that whilst a change may work out to be more helpful for a number of families and groups, the new timings will, I know, not be as positive for others - my sincere apologies in advance. With two staggers, as shown, using the 'key stages' as a way to define this seemed the most appropriate way.

So, moving forward, my suggested 'timing structure' is therefore as follows - **to start Mon 4<sup>th</sup> April**

Summer term	Morning		Afternoon	
	Mon – Friday		Mon - Thu	
	Classrooms open from:	Child/ren <u>must be in</u> by:	Gates open – Parents/ Carers on site from...	Collection time:
Foundation Stage & Key Stage 1 (Yr 1, 2)	8.20am	8.30am	2.55pm	3.05pm
Key Stage 2 (Yr 3, 4, 5, 6)	8.35am	8.45am	3.10pm	3.20pm
			Fridays	
		Foundation Stage & Key Stage 1 (Yr 1, 2)	1.40pm	1.50pm
		Key Stage 2 (Yr 3, 4, 5, 6)	1.55pm	2.05pm



What we are trying to provide is a 'window', within which you can be on-site and a period (including 5-minute gap) to allow one group of parents/ carers to make their way home, as other families begin to arrive. **For this to work, as the current system does, we very much rely upon your support to manage the 'flow' of people into and out of the school - 'Thank you'.**

Should your family unit include a child/ ren in both key stages, you will be able to drop off at the end of the first time slot and with a 5-minute wait, the start of the next. In this instance, at 8.30am, we ask that our older pupils waiting are still supervised.

Key Stage 2 children coming into school and/ or on site at 8.35am, will be asked to go straight in to their classes.

As I am sure you will understand, there were a lot of variables to consider and good reasoning for either key stage to be the earlier/ later stagger. Most importantly though, was optimising learning time (including working around break-times, collective worship/ assembly, etc) and the specified school time expectations in relation to children's ages.

At this point, I am very mindful to give you time to organise home and work. **I would like to implement these timings in the last week of this half term - week beginning Mon 4<sup>th</sup> April.** The new structure will be reviewed at the end of the summer term, with a view to then potentially establishing this as part of our longer-term timetabling for the school.

Many thanks for your continued support.

Mr A. Clark

(Headteacher)

