



Dickleburgh C of E Primary Academy
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WE PROMOTE STAFF WELL-BEING

Headteacher: Mrs Moira Croskell



20th August 2020

Breakfast and After School Care Club Arrangements

Dear parents,

I am now able to give you some more information about how these two clubs will run in September. As I said to you before the end of term, all places must be booked online through your ParentMail account. Apologies to our new parents in Reception and to those who have joined us in other year groups, we are unable to add you to ParentMail until the start of term; this is in case your circumstances change. If you wish to book a place in either club then please email the office at office@dickleburgh.stbenets.org and state which days you will need to use the clubs.

Breakfast club children must be dropped by parents at the front of the school-KS1 children at the front door to the school office and KS2 children at the large gate by the school kitchen, to walk round (past Class 4) to the hall doors by themselves. Family groups can enter together by the main front entrance. There will be no need for any adult to come into the building as you will have signed up in advance. Please do not arrive in the school carpark before 7.45am or stand waiting in the front porch.

For collection from after school club, there will be a new bell on the front door linked to an intercom. Please ring this bell and when asked, tell us who you have come to collect, and we will bring your child to the front door to meet you. Again, please do not stand in groups in the school porch. For the duration of these restrictions, you will be able to park briefly in the school carpark, please do not congregate to talk to other parents or staff from the school.

For both clubs, the hall will be partitioned into two spaces for each Key Stage. Breakfast and snacks and drinks will still be served. Please remember that we cannot arrange ad hoc places for either club unless it is a medical emergency and then we will of course try to help as much as we can. If you are late out of work or stuck in traffic, please arrange for someone else to collect your child and inform school of this.

Arrival and Dismissal Arrangements

Just to clarify-the "top gate" is the gate the children always come in by and the "double gate" is further along, towards the village carpark. It is larger to accommodate emergency vehicles.

Can I remind you that you must arrive at your child's year group time; please do not be early or late and family groups (including Pre-School siblings) can arrive at 8.45am together and leave at 3.15pm together. We would ask, if you are coming in a family group, to come to the **top gate** with your children at **8.45am** and then to collect at **3.15pm** If you have a child in Pre-School and you are not confident they will walk in to school with an older brother or sister, then please stand back from the gate until 9.00am when the Pre-School staff will come to the gate to open for their children.

All of these new and strange arrangements will be a steep learning curve for us all. We will evaluate them at every stage, and we may need to change some; please be patient with us if this is the case as we will always try to make it as helpful and convenient for you as we can. However, our hands are very much tied with the government guidelines. I am happy to hear your views on anything I have forgotten; this is something we have never had to think about in schools before!

Many thanks and keep safe

M Croskell
Headteacher



"Living and learning together, celebrating life at its fullest"

