

Dear Parents and Carers,

It has been wonderful to have the school full today, to be able to 'see' you all and for some of our pre-Covid routines return - even if only in part. Thank you for all your support with the changes to systems, as well as, your good humour in following reminders and tweaks that I have bellowed as you have been passed me in the one-way system.

After today's experience please find below a few reminders and adaptations to improve smoothness for us all.

1. Check which class (not year group) your child is in so staff can help direct you to the right place before you go too far around the one-way system and have to come round again – although this would have been good for your steps count today.
2. Please check timings for your child and work within these – being early creates unnecessary waiting and crowded spaces.
 - a. Primary school 8.50am drop off / 3.15pm pick up
 - b. **Reception for this week only** – 9am drop off / 3pm pick up
 - c. Preschool 9am drop off / 3pm pick up
3. 9am drop offs and 3pm pick-ups we will use the car park to create a mini one-way system please do not go against the flow back through the entrance. Outside of these times please use the main one-way system around the whole school.
4. If you have a 9am drop off and are also dropping off an older sibling please co-ordinate these so you do not arrive before the 9am drop off in the front playground i.e. walking round with enough time to return, arriving just before 9 if the older sibling is at the front of school.
5. After a 3pm pick up time, if you are collecting older siblings please wait in the front playground until a school adult lets you know that the back gate is open and the primary classes are ready for collection at 3.15pm
6. When collecting from the front playground please:
 - a. Go to the EY&P front door for preschool
 - b. Go down to the wooden gate for Reception
 - c. Go across the playground to the second classroom door for Swans
 - d. Step out of the walking area into the playground space for collection at first classroom door for Owls.
7. To aid the one-way system for the primary class pick-ups, we will open the internal car park gates so this can be used as extra space to move around the school as we did last year (as an over take lane).
8. For Year 6s to walk home on their own to assure safeguarding protocols are met we must have received written permission of which we will acknowledge receipt.
9. To support safeguarding and ensure we have a record of requests and information for your child please email these in to the office@swavesey.cambs.sch.uk – we will acknowledge receipt of these.

On a different matter, the weather has brought the sun we had hoped the summer would have had, so please help your children to remember their water bottles, sun hats and sun cream. Please note that staff cannot apply the latter and so children need to be able to apply it themselves if they bring cream with them - and must be told they cannot share it with anyone else to avoid allergic reactions.

Finally, a reminder for Reception parents - We plan to go ahead with our postponed Teddy bear's picnic this Friday afternoon as set out in the diary dates. Children can bring a clean, small bear to school on Friday morning with parents and younger siblings joining us for a 2pm start through to a 3pm. If you cannot make it for 2pm please do come and join us when you can before 3pm.

Kind regards,
Anna-Claire Norden

Headteacher