



Church Hill, Kingsnorth, Ashford, Kent TN23 3EF
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Head of School Mrs S Sullivan

Date: 17th July 2020

Dear Parents: Transition

After much discussion and planning we are aware that the children have been unable to attend the transition afternoons the school would usually provide, we are offering a transition session on the first day back.

On arrival to school, children will enter the school through a specific gate at a specified time for their **new** class.

Please keep to your specified time and gate, as we have 360 children to get into school in a very short space of time.

On entry to the school the children will be greeted by their **last** year teacher. Who will direct your child to their new classroom.

Children will be in their new classrooms, as they should not move from room to room, whereas staff members can.

This should alleviate some anxiety for the children, as a familiar face will greet them.

They will then spend some time with their old teacher, in their new classroom. After a period of time, their new teacher will be introduced to them and their old teacher will leave. All adults at this time will **keep to strict 2** metre social distancing.

The following morning, children will know where to go and feel more confident. They will also recognise their new teacher.

Times are as follows:

Drop Off

TIMINGS	DOOR/GATE 1 Small wooden gate	DOOR/GATE 2 Top gate	DOOR/GATE 3 Main Entrance	DOOR/GATE 4 Year R
8.40		6M	4H	
8.45	2S	2G (upper corridor) 6H (TA door)	4DF	
8.50	1B	5R	3T	
8.55	1A	5H	3C	
9.00 – 9.30				Year R: Organise times 5 min slots for groups of 10.

				When Year R are full time, they will use the main entrance too at 9am
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Pick Up

- Specific times are given to parents.
- Staff will need to be flexible – the child is released when the parent is seen.
- Parents will walk round from youngest to oldest sibling doors.
- Year 1/Year 2/Year 3/Year 4 = use fire exit doors
- 5H/6H = use shared TA door
- 5R/6M = end of corridor

TIMINGS	YEAR GROUP
3.00	Year 1
3.05	Year 2 Year 6 walkers
3.10	Year 3 Year 4
3.15	Year 5 Year 6

However, this is subject to change if the Government guidance changes.

If for any reason, your child is not able to enter the school on time. You will be asked to wait until we have all the children in school and then for your child to enter through the main entrance.

Have a wonderful summer and we look forward to seeing you all in September.

Yours sincerely

Sue Sullivan
Head of School.