



Oakmeadow Primary School 
Part of the **Marches Academy Trust**

Oakmeadow CE Primary School

Longmeadow

Bayston Hill

Shrewsbury Shropshire

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Executive Head teacher: Mrs C Whelan BA (Hons) QTS NPQH Pg Cert

Head of School: Mrs S Hill BA (hons) QTS PG Cert

6th January 2020

Dear parents/carers,

Arrangements for drop off and collection for Key Worker provision.

We are writing to confirm with you the arrangements for drop off and collection throughout this lockdown period. We would like to thank parents and children for the calm arrival this morning – it was a lovely start to our first day of lockdown provision.

Start of the day:

Gates will open at 8.50am.

Arrival arrangements remain the same as previously with an amended time for ks2 of 8.50am. **Those children in Year 5 and 6 who have siblings can both enter via Beeches gate.**

Year group	Arrival time	Gate Entrance	Enter school via	Accompanied onto school site by parents/carers?
Nursery (without siblings)	8.50 arrival for a 9am start	Longmeadow	Nursery (without siblings): Longmeadow entrance	Yes to Longmeadow door

Twitter: @oakmeadow

Nursery: @Ladybirdsoak



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Reception, Year 1, 2,3 and 4	8.50 arrival for a 9am start	Beeches Gate	Reception (and Nursery siblings): EYFS Playground gate Year 1: line up on Muga to be collected by teachers Year 2: straight to classrooms Year 3/4: Door C	Reception parents only please.
Year 5/6	8.50am for a 9am start	Lansdowne	Classroom doors	No – please leave children at Lansdowne gate to walk into class.

End of the day:

Gates will open at 3.20pm.

Year group	Dismissal time	Dismissed from	Parents/carers to come on site to collect?
Nursery (those children without siblings in other year groups)	3.30pm	Longmeadow	Yes to Longmeadow door
Reception (and nursery siblings)	3.30pm	Playground	Yes via Beeches
Year 1	3.30pm	Muga	Yes via Beeches
Year 2	3.30pm	Muga	Yes via Beeches
Year 3	3.30pm	Lansdowne	No – please wait at Lansdowne
Year 4	3.30pm	Lansdowne	No – please wait at Lansdowne
Year 5	3.30pm	Longmeadow	No – please wait at Longmeadow gate (or children can walk home alone as normal if permission is given)
Year 6	3.30pm	Longmeadow	No – please wait at Longmeadow (or children can walk home alone as normal if permission is given)

Channels to collect different year groups will be clearly marked on the playground and Muga. Please ensure you have sight of these so that you wait in the appropriate place.

Siblings:

All parents who have children with siblings in school should come onto site via Beeches Gate

Pick up your youngest children from the allocated channel and then go to the astro where older siblings will be brought to you.

Childminders:

Please enter via Beeches gate.

Pick up youngest children from allocated channels and then go to the astro where older siblings will be brought to you.

Twitter: @oakmeadow

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We have attempted to keep these arrangements as similar as possible to previous arrangements and hope it will enable smooth dismissal for parents and staff.

Accompanying this letter is a Q and A sheet for specific situations. If you have any other queries about collection that are not addressed on this, please email samantha.hill@oakmeadowprimary.co.uk

Thank you for your ongoing support,

The Oakmeadow Leadership Team.



Twitter: @oakmeadow

Nursery: @Ladybirdsoak



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