



Archdiocese of Birmingham
ST WILFRID'S CATHOLIC ACADEMY
QUEEN'S AVENUE, TUNSTALL, STOKE-ON-TRENT
ST6 6EE



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14th July 2020

Dear Parents & Carers

We have introduced new start and finish times from September. This is to ensure that we maintain social distancing by controlling the number of families that arrive at any one time. Depending on your child's year group and number of siblings will depend on your route into school, the start time, and the collection time. Please follow the marked routes around the school, using the 'X' markings whilst waiting for children. We kindly ask that only one parent drops off and collects children to reduce the number of people on site to aid social distancing.

We must all work together to make this run smoothly and so I ask for your support with arriving on time in a morning and when collecting in the afternoon.

See the statements below for the different criteria. You should choose the statement that matches your family group.

Families with a child in Year 6 with a sibling in Y1, Y2 or REC.

Arrive at 8.20am via the front main entrance courtyard on Queens Avenue. Drop the children in, Year 1, Year 2 and Rec first and then walk towards the nursery yard. Continue on the one way system to the Year 6 (mobile classroom) to drop your child off. When leaving the premises follow the one way system across the playground towards the school office and exit via the outside path next to the office to the main front entrance up the steps back on to Queens Avenue.

Collect at 3.25pm. At the main entrance courtyard on Queens Avenue.

Families with a child in Year 5 (Mrs Lawton) with a sibling in Y1, Y2 or Rec.

Arrive at 8.35am via the front main entrance courtyard on Queens Avenue. Drop the children in, Year 1, Year 2 and Rec first and then walk towards the nursery yard. Continue on the one way system to the Year 5 classroom to drop the children off then continue past the mobile on the one way system across the playground towards the school office and exit via the main front entrance up the steps back on to Queens Avenue.

Collect at 3.30pm. At the main entrance courtyard on Queens Avenue.

Families with a child in Year 5 (Miss Porter) with siblings in Y1 , Y2 or Reception

Arrive at 8.40am via the school office then exit via the main front entrance up the steps on to Queens Avenue.

Collect at 3.20pm. At the school office – please wait on the ramp.

Families with a child in Year 5 or Year 6 with siblings NOT in Y1,Y2 or Reception

Arrive at 8.20am via the staff car park entrance St Chads Road. Drop the children at their classrooms following the one way system around the school. Exit via the main front entrance up the steps on to Queens Avenue.

Collect at 3.15pm. Same route as the morning.

Families with a child in Reception (Mrs. Hibbert) with siblings in other classes.

Arrive at 8.25am via the front main entrance courtyard on Queens Avenue. Drop off the children in Reception first and then walk towards the nursery yard. Continue on the one way system around school to drop off other siblings.

Collect your child in Reception first at 2.55pm then follow the one way around school to collect siblings. Use the same entrance as the morning.

Families with a child in Year 3/4 Miss Hemmings class with siblings in Year 2.

Arrive at 8.30am via the staff car park entrance St Chads Road. Drop the children at their classrooms following the one way system around the school.

Collect at 3pm via the same route as the morning.

All other family groups

For all other family groups that don't fit in to the categories above, your child/ren should be dropped off and collected as detailed in the table on the following page. Please drop your child that starts the earliest first and then follow the one way system that is in place to the other classes. We politely ask that parents do not wait on the yard so that we can maintain a flow around the school. For those families with more than 5 minutes waiting time, if you can leave the school premises and return at the relevant collection time.

Class	Entrance route and time	Collection route and time
Nursery Group 1	8.40am Gate adjacent to staff carpark St Chads Road	3.10pm Same routes as morning
Nursery Group 2	8.50am Gate adjacent to staff car park St Chads Road	3.20pm Same routes as morning
Nursery Group 3	9.00am Gate adjacent to staff car park St Chads Road	3.30pm Same routes as morning
Reception Mrs Hibbert	8.25am Main office entrance ramp Queens Avenue	2.55pm Same routes as morning
Reception Miss Razzaq	9.00am Main office entrance ramp Queens Avenue	3.30pm Same routes as morning
Year 1	8.40am Main office entrance ramp Queens Avenue	3.10pm Same routes as morning
Y1/2	8.40am Gate adjacent to staff carpark St Chads Road	3.10pm Same routes as morning
Y2	8.50am Main office entrance ramp Queens Avenue	3.20pm Same routes as morning
Y3	8.45am Gate adjacent to staff carpark St Chads Road	3.15pm Same routes as morning
Year 3/4	8.30am Gate adjacent to staff carpark St Chads Road to Hall door	3.00pm Same routes as morning
Y4	8.35am Gate adjacent to staff carpark St Chads Road	3.05pm Same routes as morning
Y5 Mrs Lawton	8.40am Drop off gate lower yard off Huntilee Road	3.10pm Parent waits on lower yard on crosses
Y5 Miss Porter	8.50am Drop off gate lower yard off Huntilee Road	3.20pm Parent waits on lower yard on crosses
Y6 Mrs Mortimer (mobile classroom)	8.25am Drop off gate lower yard off Huntilee Road	3.00pm Parent waits on lower yard on crosses in front of conifers
Y6 Mrs Forrester	8.30am Drop off gate lower yard off Huntilee Road	3.00pm Parent waits on lower yard on left hand side as you enter the drop off area.

Staff will be present to offer guidance around routes. Please ensure that you read the Guidance for Parents to Maintain and Promote Safe practice on the school premises. We kindly ask that during these early days, that parents communicate with teachers via class dojo or by telephone rather than in person to ensure social distancing and the fact that we must maintain a constant flow around marked routes to ensure pupils can safely enter school without contact with other

Thankyou in advance for your continued support.

Yours sincerely



Principal

