



THAKEHAM PRIMARY SCHOOL  
Rock Road  
Storrington  
West Sussex  
RH20 3AA

Headteacher: Mrs S. Norton  
Tel: 01903 740176

email: [office@thakehamps.co.uk](mailto:office@thakehamps.co.uk)

web: <http://www.thakehamps.co.uk>

## *'Small School, Big Opportunities, Great Achievements'*

Tuesday 8<sup>th</sup> September 2020

Dear Parents/Carers,

### Important Reminders

It was wonderful to welcome you all back yesterday! Thank you for your co-operation and preparation ahead of the return. The children seemed to be very happy in their (new) classes and are beginning to settle in well to our new routines. We have really missed those who have been away for the past few months and are very pleased to see you back! There are many new things for everyone to try to get used to, thank you for your patience with these, we will get there! A couple of reminders we need your help with to make arrangements a little smoother please:

#### At the beginning of the day:

- **Maple enter the playground first at 8:40am** (gate is open from 8:35am) and so this is the first class to line up against the playground fence. **It is important that Oak children do not take up these places along the fence until Maple have entered the playground.** The spaces start straight outside the main entrance so please make use of these too.
- When Oak and Maple line up for their turn, **please line up right against the flowerbeds to allow others to access the path alongside you, please do not block the pathway.**
- **Elder should line up against the fence on the other side of the car park, closest to the stream.**



- The car park is busy with cars in and out constantly– **please use the pathways and try to avoid crossing the car park wherever possible.** All children should be accompanied in this area (unless they are Y6)
- Please ensure you are standing in your designated areas – **the pathway in front of the school where the green cupboard is located is not a waiting area and needs to be kept free for access.**

#### At the end of the day:

- **Elder parents: please line up at the green gate (as per the morning)** – there are markers alongside the fence bordering the stream.
- **If you have children in different classes please collect the youngest child first** and then if needed move to the next waiting zone.
- **Maple parents must wait on the playground (in the top 1/3) to collect at 3:10pm.** The gate will be open from 3pm. Any younger sibling must wait with you in this area.





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- **Oak parents should arrive for 3:15pm and only enter the playground when Maple parents have cleared the playground** (some will remain if they have children to collect from both classes).
- **Maple/Oak: we will only release your child to you if you are on the playground, please do not stand outside the playground to wait for your child.**

### **Parking**

Mr Meacher, our Premises Manager is supporting with traffic flow in the car park area. Everyone is in a rush at drop off/pick up, but please remember:

- **Do not park in the coach bay.** This is restricted to **Y6 drop off only** and only on the left hand side as SGS coaches and traffic use this area.
- **Y6 drop off means that your car should only be parked for a few moments whilst your child leaves the car.** Please do not leave your car in this area if you have younger children to drop off, others in Y6 may need this space.
- **There are over 60 spaces in SGS car park which we have full access to in addition to the spaces in our car park**

To ease congestion and support with social distancing, we politely ask you to move on swiftly once you have said goodbye to your child.

### **Hand sanitiser**

We have a thorough routine of handwashing at many points across the day and so children do not need to bring in their own personal hand sanitiser from home. Handwashing is a vital part of our system of controls and children receive reminders and frequent enforced handwashing opportunities throughout the day.

Please ensure anyone dropping off/picking up your child is fully aware of the protocols to avoid any confusion or delays.

A huge thank you in anticipation of your co-operation with all these reminders. If you need any clarification on the above, please contact the office or check with me in the morning/after school when I am on gate duty.

Yours sincerely

Mrs Sam Norton  
Headteacher

