



Europa School UK

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Culham, 10/09/2020

Dear Parents,

It is a great pleasure to welcome back the whole Primary School this week. Thank you for your patience in navigating what you have all been able to witness, is an enormous amount of work to the site. Thank you also for your help in continuing to observe our COVID measures, by wearing masks, observing good hygiene and keeping your distance, in order to keep our school as safe as possible.

Your children have been amazing in accepting the somewhat disrupted school, working in temporary classrooms and showing great maturity in observing the new rules and in some cases escorting younger siblings at the beginning and end of the day.

The purpose of this letter is to give notice that the current arrangements for arrival and departure times, by year group and by class, will remain the same for the week commencing 14th September. For ease of reference they are repeated below, with some minor modifications which have been made during this week, regarding pick up and drop off locations.

Our three main considerations remain the same:

1. Physical distancing of parents on site at drop-off and collection times and restricting areas of circulation, such as playgrounds and classrooms
2. Restricted access to the school and car park due to extensive building works
3. The safety of everyone moving around the site, in the context of both the works and COVID.

During this coming week commencing 14th September, we hope to move all the classes into their new (temporary) Portacabins. We aim to keep drop off and collection points the same, whilst we manage this move. The two new classrooms in the Hostel Block are now in use and we hope that you have heard good reports from your children in 4DE and 6FE/DE. We hope to regain the remaining classes in the Hostel Block (4EE and 4FE) in the next few weeks.

To summarise the general instructions for drop off and pick up
(see more detailed information below).

- Morning Use the field if you are NOT escorting your child into school;
Use the Thame Lane car park if you are parking and escorting a child:
No Primary child should be on site before 8.15, unless they are escorted by a Secondary sibling, or if they come by bus
Bus children will be looked after as per our usual arrangement and will **go to classes at 8.15am**
When using the field, park at the entrance on the right, **please do not drive across the field**. We cannot have cars *and* pedestrians in this wide open area.
- Afternoon Please respect your pick up time, determined by the oldest Primary sibling
Collect all Primary children by 3.30pm.
Please do not leave your primary child to be collected by a Secondary sibling. The timings are not compatible.

With kind regards

Sarah Kynoch
Assistant Head of Primary and SENCo

Entry to the school - Timings and drop off points for Primary

Class	Location	Starting time	Entry Route	Drop off point	Parent exit route
RDE; REE; RFE	Primary Quad	9.00 am	From Thame lane follow marked route around Sports Hall, keeping to the right, to reach back gate to Reception classes garden. RFE have separate entrance into garden, prior to back gate	Reception classes garden	Continue to exit via bus bay gate at zebra crossing and back to car park along pavement
1FE	Primary Quad	8.45am	From Thame lane follow marked route around Sports Hall, keeping to the right, to reach back gate to Reception classes garden	Reception classes garden	Continue to exit via bus bay gate at zebra crossing and back to car

					park
1DE; 1EE 2EE	Primary Quad Primary Quad upstairs	8.45 am	From Thame lane follow marked route around Sports Hall, keeping to the right, to reach double gates onto P2	Double gates to P2	Re-trace steps taking care to keep right on the route back.
2DE; 2FE;	Temporary location - Primary Library <i>Tower Block</i>	8.45 am	From Thame lane follow marked route around Sports Hall, keeping right. Pick up yellow line to where Schuman Hall meets P3, From Thame lane follow marked route around Sports Hall, keeping right. Pick up yellow line to the Tower Block	Gate to P3 at Schuman Hall Tower Block	Re-trace steps taking care to keep right on the route back Re-trace steps taking care to keep right on the route back
3DE; 3FE	Temporary Location <i>Tower Block</i> <i>Chapel</i>	8.30am	From Thame lane follow marked route around Sports Hall, keeping right. Pick up yellow line to the Tower Block From Thame lane follow marked route around Sports Hall, keeping right. Pick up yellow line to where Schuman Hall meets P3,	Tower Block Gate to P3 at Schuman Hall	Re-trace steps taking care to keep right on the route back Re-trace steps taking care to keep right on the route back
3EE	Temporary Location <i>Room 125</i>	8.30 am	From Thame lane follow marked route around Sports Hall, keeping right. Pick up yellow line to outside 3EE classroom	Outside 3EE classroom	Re-trace steps taking care to keep right on the route back
4DE, 4EE, 4FE	Hostel Block Temporary Location Tower Block	8.30am	Children enter gate at Thame Lane or field independently and proceed directly to class	At Thame Lane entrance to school site, or field	Return to car park
5DE; 5FE 5EE;	Temporary Location <i>Main Secondary Building</i> <i>Secondary Library Study</i>	8.30am	Children enter gate at Thame Lane or field independently and proceed directly to class.	At Thame Lane entrance to school site, or field	Return to car park
6DE; 6FE English Stream Language	Room 1 Hostel Block Hostel Block	8.30	Children enter gate at Thame Lane or field independently and proceed directly to class	At Thame Lane entrance to school site, or	Return to car park

				field	
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Exit from the school - Timings and collection points

All Parents to park in the Thame Lane Car Park. We have staggered pick-up times to help alleviate some of the pressure on this space.

Class	Collection time	Entry Route	Collection point	Parent and child exit route
RDE; REE; RFE	3.00pm	From Thame lane follow marked route around Sports Hall, keeping to the right, to reach back gate to Reception classes garden	Reception classes garden	Re-trace steps taking care to keep to the right on the route back.
1FE	3.15pm	From Thame lane follow marked route around Sports Hall, keeping to the right, to reach back gate to Reception classes garden	Reception classes garden	Re-trace steps taking care to keep to the right on the route back.
1DE; 1EE; 2EE;	3.15 pm	From Thame lane follow marked route around Sports Hall, keeping to the right, to reach double gates onto P2	Double gates to P2	Re-trace steps taking care to keep to the right on the route back.
2DE;	3.15 pm	From Thame lane follow marked route around Sports Hall, keeping right. Pick up yellow line to where Schuman Hall meets P3,	Gate to P3 at Schuman Hall	Re-trace steps taking care to keep to the right on the route back
2FE;	3.15 pm	From Thame lane follow marked route around Sports Hall, keeping right. Pick up yellow line to the Tower Block	Tower Block	Re-trace steps taking care to keep to the right on the route back
3FE	3.30pm	From Thame lane follow marked route around Sports Hall, keeping right. Pick up yellow line to where Schuman Hall meets P3	Gate to P3 at Schuman Hall	Re-trace steps taking care to keep to the right on the route back
3DE;		From Thame lane follow marked route around Sports Hall, keeping right. Pick up yellow line to the Tower Block	Tower Block	Re-trace steps taking care to keep to the right on the route back
3EE	3.30 pm	From Thame lane follow	Outside	Re-trace steps taking

		marked route around Sports Hall, keeping right. Pick up yellow line to outside 3EE classroom	3EE classroom	care to keep to the right on the route back
4DE, 4EE, 4FE	3.30am	From Thame lane proceed to grass area on your right and wait for your child	Grass area inside gate to Thame Lane	Re-trace steps taking care to keep to the right as you exit the gate
5DE; 5EE; 5FE	3.30pm	From Thame Lane follow Y5 arrows to sports Hall and continue straight on to marked grass area overlooking P1	grass area overlooking P1	Keep right to approach gate to Thame Lane
6DE; 6FE	3.30 pm	From Thame lane proceed to grass area on your right and wait for your child	Grass area inside gate to Thame Lane	Re-trace steps taking care to keep to the right on the route back