

11 June 2021

Dear Parent / Carer

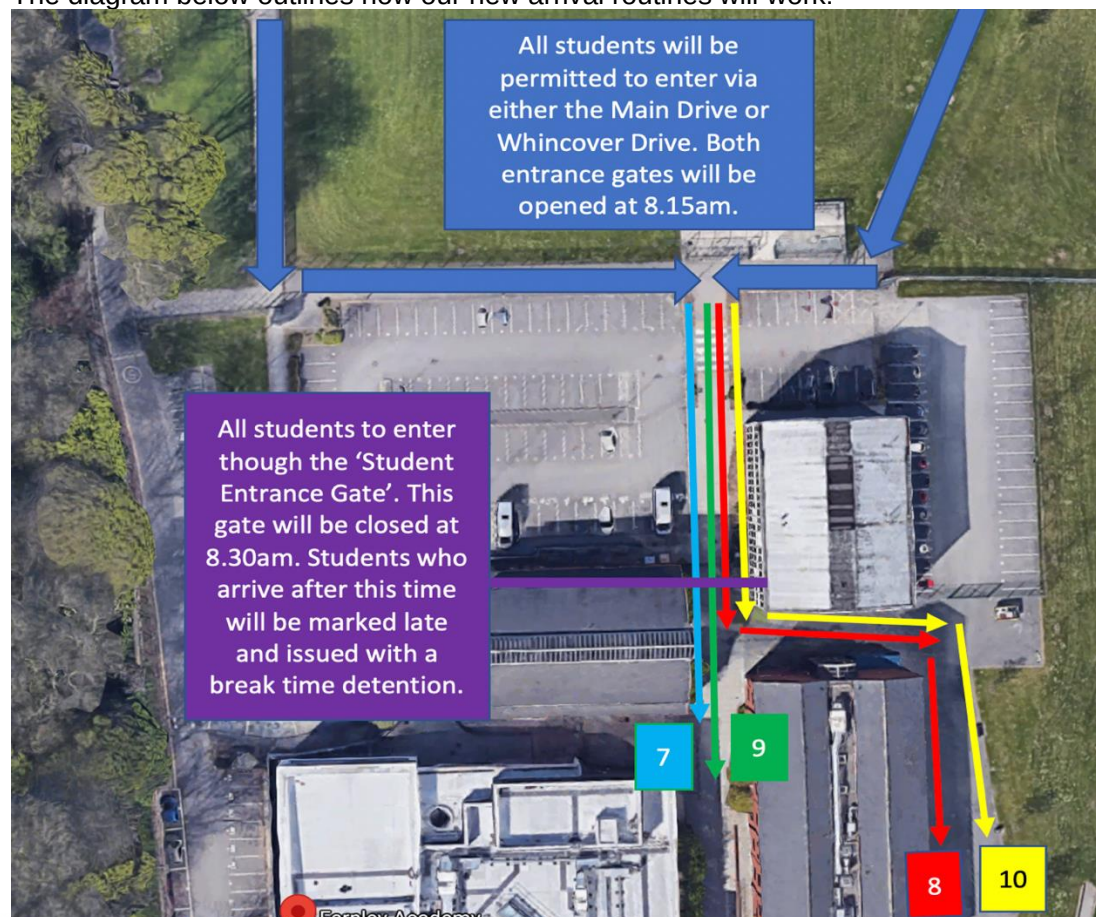
RE: Change of Arrival Routines

I hope this letter finds you and your family safe and well.

As you will be aware, we currently operate a staggered arrival routine on a morning, coupled with a specific entrance point for different year groups to enter the school grounds. This arrival routine has served us well this year, however, with year 11 shortly leaving school and our numbers on site reducing significantly, there is an opportunity for us to amend this for the greater good of our whole school community. I am, therefore, pleased to be able to share with you plans for a change in our arrival routine effective Monday, 21 June 2021.

From the date above, all students will have the same arrival window (8.15 am – 8.30 am). Students will be able to enter school via either the Main Drive or Whincover Drive, whichever is easiest for them. Upon arrival, students will be filtered into their year group bubbles and will proceed to their allocated sink units to wash their hands. Once students have washed their hands, they will be able to collect a free breakfast bagel before moving directly to their form room. Form time will begin for all students at 8.30 am. Students who arrive to the school site after 8.30 am will be marked as late to school.

The diagram below outlines how our new arrival routines will work:



Members of staff will be on duty throughout the arrival process to ensure that students are guided through this change of routine safely.

We are hopeful that this change in arrival routine will provide the following benefits:

- Students will be able to access school via the entrance that is closest to their home.
- Parents / Carers with children in different year groups will be able to drop siblings off at school at the same time.
- All year groups will have a form time of equal length, ensuring that this time is as purposeful as possible in preparing students for the day ahead and resolving any issues that may exist.

Please note that end of day departure routines will remain unchanged until such time as the government no longer requires students to operate in year group bubbles.

If you have any questions regarding our new arrival routines, please email info@farnley.leeds.sch.uk.

Yours faithfully



Mr C Stokes
Principal