



**St. Barnabas**  
MULTI ACADEMY TRUST  
Creating Unique Possibilities

**ST MARTIN'S Church of England PRIMARY SCHOOL**

Lake Lane, Liskeard PL14 3DE

Headteacher – Mrs Shelley England

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2nd October 2020

Dear Parents and Carers,

Thank you to the parents who have contacted us through the correct channels to share their thoughts on the end of the day. Schools work best when home and school work together, and we understand that the current procedures are causing many of you difficulty at the end of the day.

During our INSET day on Friday, our team of staff considered other possibilities for pick up time, and we think we may have come up with a solution that will suit most of our families. Unfortunately, no one size fits all. We are in a global pandemic, and your children's safety is what matters to us above all else.

To avoid queuing outside of school, we have devised different ways to collect, depending on which class your child is in.

Please refer to the attached diagrams for where to wait for your child at the end of the day. We will open all gates, including the double gates that lead onto the field.

**There are four diagrams altogether.**

- 1. For children in KS1 classes:** Miss Drury, Mrs Hall, Miss Roberts and Miss Hodgetts (Year groups Foundation, 1, 2 and 2/3 )
- 2. For children in both KS1 and KS2:** *Collect your younger children first and wait in the areas shown on the map for your children in other classes. We will bring them out to you.*
- 3. For children in KS2 -** Mrs Pearton and Mrs De St Croix
- 4. For children in KS2 -** Mrs McHale and Miss Cox
- 5. A map to show the different gates and waiting areas.** Please note, some gates are one way only, and we will open the double gate in the car park that leads straight onto the KS2 playground.

**Nursery parents, please follow the one-way system as usual and liaise with Miss Collins.**

. This will only work if:

- Families stay together and do not allow their children to run and play in the grounds,
- Families keep away from others by a distance of at least 2m

- People stick to the one-way system, and
- You follow staff instructions. Remember, they are there to keep you safe.

The 'one-in-one-out' system was put in place because people were arriving too early and not social distancing. It was unsafe, and many parents raised concerns. We are relying on **everyone** to follow the procedure; it is not the sole responsibility of school staff.

Please look out for each other and keep yourself, our staff and our families safe. If we work together, there should be no need to return to the queueing system. Please feel free to wear a mask. The guidelines state this is not necessary outdoors, but do whatever you feel necessary to feel safe.

If you have any questions, please email the school via MyEd or Class Dojo, and we will get back to you.

Enjoy the rest of your weekend,

Shelley England

Headteacher

**End of  
day is  
3:05 pm**

Follow the one  
way route

Keep clear of  
classroom doors  
and windows

**1. Parents with children in  
KS1**

Miss Drury (foundation), Mrs Hall  
(year 1), Miss Roberts (year 2)  
and Miss Hodgetts (year 2/3) .

Climbing frame

NO ENTRY

NO  
EXIT

Mrs McHale

Mrs Pearton

Miss Cox

Mrs De St Croix

Miss Hodgetts

Miss Roberts

Mrs Hall

School Office

Miss Drury

Nursery

CDC

- Wait in this area.
- Socially distance
- Keep clear of doors.
- We will bring your child out to you

**End of day is 3:05 pm**

Follow the one way route

Keep clear of classroom doors and windows

**2. Parents with children in both KS1 and KS2. Collect younger children first.**

Wait outside your KS2 child's class. Staff will bring your child to you.

Keep clear of doors and windows.

Y6 - Mrs Pearton

Climbing frame

Y5 - Mrs McHale  
Y3/4 - Mrs Cox

NO ENTRY

Mrs McHale

Mrs Pearton

Miss Cox

Mrs De St Croix

Miss Hodgetts

Miss Roberts

Mrs Hall

School Office

Miss Drury

Nursery

CDC

Y4 - Mrs De St Croix

- Wait in this area for your youngest.
- Socially distance
- Keep clear of doors.
- We will bring your child out to you - then you can collect your older children

NO EXIT

**End of day  
is 3:15 pm**

Follow the one  
way route

Keep clear of  
classroom doors  
and windows

**3. Parents with  
children in KS2 Mrs  
De St Croix (Y4) and  
Mrs Pearton (Y6)**

Y6 - Mrs Pearton

Y4 - Mrs  
De St  
Croix

Climbing frame

NO ENTRY

NO  
EXIT

- Wait in the corner area, behind the pencils.
- Socially distance
- Keep clear of doors.
- We will bring your child out to you

Mrs McHale Mrs Pearton

Miss Cox

Mrs De St Croix

Miss Hodgetts

Miss Roberts

Mrs Hall

School Office

Miss Drury

Nursery

CDC

**In  
and  
out**

**End of day is  
3:15 pm**

Follow the one way  
route

Keep clear of  
classroom doors and  
windows and wait  
behind the cones

**4. Parents with  
children in KS2 Mrs  
McHale (Y5) and  
Miss Cox (Y3/4)**

**In and out -  
this is the  
big gate  
onto the  
field.**

Y5 - Mrs  
McHale

Y3/4  
Miss  
Cox

Climbing frame

NO ENTRY

School Office

Nursery

CDC

Mrs McHale

Mrs Pearton

Miss Cox

Mrs De St Croix

Miss Hodgetts

Miss Roberts

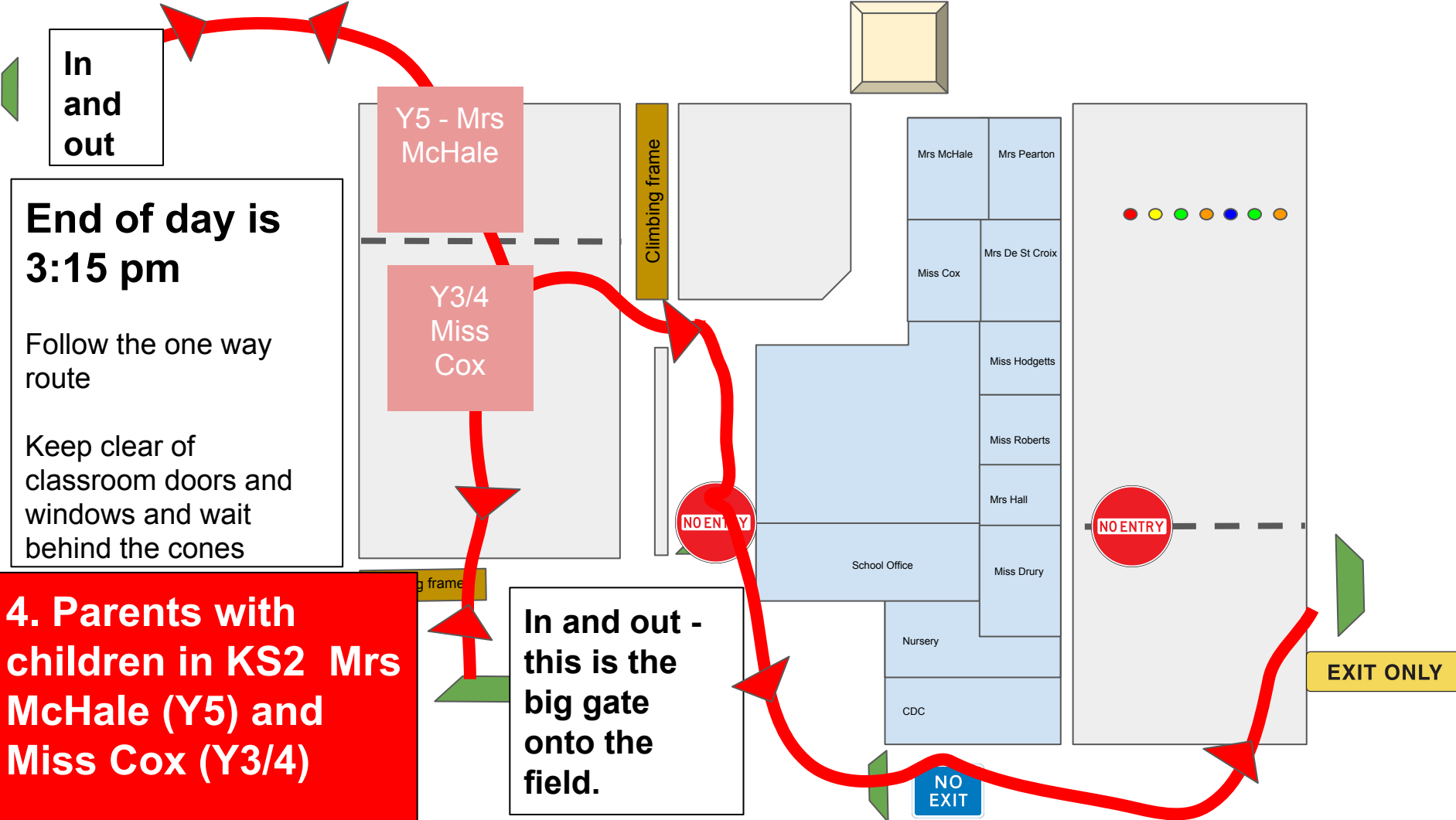
Mrs Hall

Miss Drury

NO ENTRY

EXIT ONLY

NO  
EXIT



Mrs Pearton  
3:15 pm

Mrs McHale  
3:15 pm

Miss Cox  
3:15 pm

Gate-  
In and  
out.

Gate-  
In and  
out.

Gate-  
Out  
only

Nursery  
3:15 pm

Gate -In only

Mrs De St  
Croix  
3:15 pm

Miss Hodgetts,  
Miss Roberts,  
Mrs Hall and  
Miss Drury.

3:05 pm

Gate -  
In and  
out, round  
the one  
way  
system

If you also have  
KS2 children,  
walk around to  
their classes  
once you have  
your younger  
ones - they will  
be brought out to  
you.

Large gate in car  
park can be used  
by parents who  
have only KS2  
children in Mrs  
Pearton's, Mrs  
McHale's and Miss  
Cox's class.

In and Out.

## 5. Waiting Areas

