

St Michael's C of E Primary, Bishop Middleham, Ferryhill, Durham, DL17 9AL

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Executive Headteacher: Mrs L. Vollans

Head of School: Mrs B. Dawson

Assistant Headteacher: Mr J. Paley

Dear parents/carers,

We want to take this opportunity to thank you for your continued support during this difficult time. We are constantly reviewing our procedures based on advice and guidance. Our main aim is to keep everyone safe.

From this last week, we know there is a lot of congestion at the main gate which makes it difficult for staff to see parents and parents to see staff. With this in mind, we are changing our procedures to ensure the safety of all the children.

From Monday 7th February, we will be opening the top gate to support with the flow of traffic and congestion at the main gate. We are also altering the start times, please see below for the new staggered start times.

Year Group	Time
Year 5 / 6	8.45am—8.50am
Year 3 / 4	8.45am—8.50am
Year 1 / 2	8.50am—8.55am
EYFS	8.50am—8.55am

From Monday, the gates will be open and we ask that parents and children come down the drive and wait at the zebra crossing. A member of staff will come to meet the children at the allocated time. If you can please ensure you are on time rather than earlier to ease congestion.

If your child attends intervention on a Tuesday, Wednesday and Thursday please bring them to the zebra crossing for 8.30am and a member of staff will collect them.

If you have siblings in different classes please bring them at the earliest time and pick them up at the latest time. Once you have collected your child, if you could leave the grounds to support with the congestion.

We would like parents to come into the school grounds to collect their child and not wait at the main gates. Due to the volume of people, we are unable to see parents clearly and are unable to safely send them to you. Therefore, we need to ask parents to come down the drive to collect their child. The staff will keep your child safe until we can see you, on school grounds, and know they are safe.

We thank you for your ongoing support with this and will continue to review and amend things based on the needs.

If you have any questions, please e-mail the school.

Yours sincerely

Mrs B. Dawson

Head of School