



Ursula Taylor Church of England School
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Headteacher: Mrs Victoria Morrall

Dear Parent / Carers and children,

I hope you have all had a super summer break, lots of lovely family time and that you have all made some good memories! Don't forget to email me some photographs of your holiday exploits showing where you have used our values, perhaps you have persevered with a new challenge, shown courage to try something new, demonstrated kindness and love to another person. Email your pictures to vmorrall@ursulataylor.bedssch.co.uk Many thanks to those who have already sent some lovely snaps!

With just over week of our holiday to go, I wanted to get in touch to let you know how we will be managing the drop off and pick up times for the school day.

You will probably have already seen that the 'Big Build' has begun and that we already have restricted access, both for staff and visitors.

The playground has been fenced in half to provide staff with parking during the school day. At the moment we still have some additional **staff** parking on the grass, however this will change when the permanent car parking is installed and the bike shed / scooter rack is moved.

For the duration of the build: If you are coming to school to pick up / drop off – please park on the main road and walk into school. We do not have the capacity to allow parents / carers to park in school. This is also relevant for After School Club and when picking up after clubs etc. We also ask that you park respectfully, ensuring that our neighbours are not blocked in, and are spoken to respectfully. We have had some disturbing complaints about rude, disrespectful parents whom abuse their privilege of parking in the pubs, Church lane and on the main road. If possible, please walk your child to school, or park a little further away and walk from there. We acknowledge that some parents need to drop off and go straight to work – this is unavoidable – all we ask is that everyone is polite, patient and are mindful of our neighbours, community and other parents and children.

Disabled Access – the dedicated parking place is unavailable as the site compound is located in that area. If you usually drive into school to make use of the disabled space, you are still welcome to drive in and drop off your child in the usual way. You will need to park in the nearest available space rather than a dedicated disabled space. Miss Daley and the staff are aware of which parents / carers / children have permission to do this. As soon as we are able, we will reinstate the disabled space in the usual place.

Morning Drop Off

Children can be dropped off in the mornings on the playground between 8:45 and 8:55am

- Foundation Stage children into their classrooms through their external doors

- Year 1 children (For the Autumn Term only please) can be taken by parents (through the external doors please) into their classrooms to settle them and get prepared for the day – this is the same system as used in Foundation Stage. This is optional – children are welcome to come in and settle themselves if preferred.
- Year 2, 3 and 4. For the first 3 days (7th, 8th, 9th) Parents are invited to bring their children into their new classes and settle them down. After this first week, please can children be independent and organise themselves, parents are invited to drop them off in the playground. Staff will be in each class base to greet the children and support them to get organised. Again, this is optional – many children will be happy to do this independently.

Parent Link

In the mornings, Mrs Morrall, Mrs Hall and Mrs Proctor will be available on the playground to take messages, discuss successes and concerns and make appointments for class teachers to get in touch. We ask that if you need to pass something on, that you make use of this service and don't directly see a teacher first thing – teachers are at their busiest greeting the children and preparing for the day ahead. If you have something confidential which needs to be shared, Mrs Morrall or Mrs Hall will be able to take you somewhere private to discuss this. If you are unable to be on the playground to ask questions / pass concerns – please telephone school to speak to a staff member, or email in to office@ursulataylor.bedssch.co.uk Miss Daley will pass you query / concern to the relevant person who will be in touch ASAP.

A 'Communication at UTLS' document will be coming home shortly – explaining who the relevant person is for different things and also giving information of the methods of communication that can be used.

3:30 pick up

Due the reduced size of the playground – for the duration of the build we will have a slightly staggered pick up system.

Foundation Stage are collected at the usual time (3:30pm) from outside the F stage classrooms

Year 1 and 2 will be dismissed at 3:25pm from the balcony and playground area near the information screen

Year 3 and 4 will be dismissed at 3:30pm from the wall to the left of the steps – next to the 'Welcome' sign.

We hope that a slightly staggered time will ensure the playground is not too busy and we can manage the safe collection of our children.

Please do not worry if you are not in the playground by 3:25pm – our teachers will ensure the children stay with them until they are collected.

We know that this reduced area for pick up will be a little restricting, our staff are very good at ensuring our children are collected safely, however, it may initially not be as smooth as it normally is. Please be patient, we will do our best to get the children out to you on time and in the safest possible manner.

Bike shed / Scooter Rack

Initially the bike shed / scooter rack can be used normally. At some point (unknown as yet) the bike shed and scooter rack will be relocated to the grassy area just inside the double gates on the playground. When the relocation takes place we request that no-one comes to school on their bikes / scooters until the bike shed / scooter rack is ready for use. We have nowhere to store bikes/scooters in a safe and convenient manner. Once the shed /rack is in place children, parents and staff are free to use them again.

Playtimes / Lunchtimes / PE

The loss of a majority of the playground will slightly restrict our use for playtimes, lunchtimes and PE. However, in the Autumn Term we try to be on the field / grassy areas as much as possible anyway.

Please send in a pair of named welly boots (to stay in school) as we encourage the children to be on the field in all weathers.

Some PE will be able to take place on the playground – the majority will be on the field or in the hall – each class has a dedicated 2 hours of PE a week – one hour indoor and one hour outdoor.

I hope this is useful information and will help make the logistics of pick up and drop off clear.

Wishing you all a super last week of the summer break and looking forward to seeing you all on Wednesday 7th. (Foundation Stage Monday 12th)

Best wishes

Mrs Morrall