

Thursday 8th November 2018

Dear Parents and Carers,

Re: Arrangements for staggered home time (Monday – Friday)

We would like to kindly remind you that our staggered home time arrangement remains in operation from Monday to Friday (including Wednesday & Friday when the school day finishes at 3:15pm). This will help avoid heavy traffic congestion and maintain the safety of our children, staff and parents/carers which must always be prioritised.

Please continue to cooperate with the car park and walk way protocols that have been implemented. Walkway gate opening & closing times are displayed on fencing near entrance gates.

For your information, please see overleaf an outline of the set timings for staggered home time for each key stage/year group on the specified days including information regarding the afternoon school bus service. **Please note:** pick-up times for Wednesday & Friday are highlighted in bold.

Pick Up Point

On entry into Link House from the walkway gate, Parents/Guardians are requested to stand at the sign posts marked with the year group/phase that their child(ren) are in. This is where you will collect your child(ren) from. Primary children will only be dismissed by their teacher once the teacher has identified their Parent/Guardian. This also includes primary children with siblings in secondary.

School Bus Service

The coach timetable has been revised to accommodate the early finishes on Wednesday & Friday afternoons. The revised coach timetable will be provided to your child if they use this service and is also published on our school website.

As always, we thank you for your kind understanding and cooperation.

Yours faithfully

Seva School

STAGGERED HOMETIME

Days	Key Stage/Year Group	Car Park Arrival Time	Pick Up Time (from Pick Up Point)
Monday, Tuesday & Thursday	Reception	3:05pm	3:15pm (pick-up time 1)
		3:50pm	4:00pm (pick-up time 2)
Wednesday & Friday	Reception	2:50pm	3:00pm
Monday, Tuesday & Thursday	Years 1 to 4	3:50pm	4:00pm
		2:50pm	3:00pm
Wednesday & Friday	Years 5 & 6	4:00pm	4:10pm
Wednesday & Friday	Years 5 & 6	3:00pm	3:10pm
Monday, Tuesday & Thursday	Years 7 to 10	4:05pm	4:15pm
		3:05pm	3:15pm
Monday, Tuesday & Thursday	Primary children with siblings in Secondary	4:05pm	4:15pm (collected by secondary sibling and parent/carer to collect from pick-up point)
Wednesday & Friday	Primary children with siblings in Secondary	3:05pm	3:15pm (collected by secondary sibling and parent/carer to collect from pick-up point)
Days	Service	Departure time from School	Bus stop arrival times (afternoons)
Monday, Tuesday & Thursday	School Bus Service	4:25pm	See revised coach timetable (no changes)
Wednesday & Friday	School Bus Service	3:25pm	See revised coach timetable (times revised to accommodate early finishes on Wednesday & Friday afternoons)