



Headteacher:
Mrs L.J. Lewis

Marshfield Primary School

Marshfield Road, Castleton, Cardiff, CF3 2UW

Tel: 01633 680303 ✨ E-mail: school@marshfieldprimary.co.uk
Web: marshfieldprimary.co.uk ✨ Twitter: [@MarshfieldPSN](https://twitter.com/MarshfieldPSN)

08.03.21

Dear Parents,

We are very much looking forward to welcoming our Y3 – Y6 pupils back to school from next Monday, 15th March.

The same timings and organisation for entry and exit procedures that were in place during the Autumn Term will remain. The staggered entry and exit times will therefore be as follows:

	Year 3	Year 4	Year 5	Year 6
Start	8.55am <i>(up the foundation phase path)</i>	8.50am <i>(through vehicle car park gate)</i>	8.40am <i>(up the foundation phase path)</i>	8.40am <i>(through vehicle carpark gate)</i>
End	3.15pm <i>(collection from Y3 classroom doors)</i>	3.10pm <i>(collection from the vehicle car park)</i>	3pm <i>(dismissed from the car park gate)</i>	3pm <i>(dismissed from the car park gate)</i>

A Reminder of collection procedures

Year 3

End of the day collection will continue to be via the front gate and parents will be able to walk around the outside of the school onto the Y3 yard. Parents should wait in their child's designated zones (see below) until their child is dismissed from their classroom by their teacher.



After pupil collection, please exit the school immediately using the one way system around the outside of the school building, through the top wooden gate and exiting the school site via the top pedestrian gate next to the main vehicle entrance.

Year 4



Headteacher:
Mrs L.J. Lewis

Marshfield Primary School

Marshfield Road, Castleton, Cardiff, CF3 2UW

Tel: 01633 680303 ✨ E-mail: school@marshfieldprimary.co.uk
Web: marshfieldprimary.co.uk ✨ Twitter: [@MarshfieldPSN](https://twitter.com/MarshfieldPSN)

End of the day collection for Year 4 pupils will be from the school car park at 3.10pm and using a set one way in/out system. Once your child is released from their class teacher, please exit the school site immediately. Any child who has been given permission to walk home independently will be dismissed through the gate by the class teacher at 3.10pm.

Year 5/6

Year 5 and 6 pupils will be walked to the exit point at the vehicle gate and released one class at a time by their class teacher at 3pm.

Should you wish to meet your child, please choose a safe place along your walk to school/home route to help alleviate the congestion immediately outside the school site.

Siblings - If dropping off / picking up your children means that you are required to wait around the school site, **please drop them off together at the later time** as this ensures that their teacher will be in the classroom as soon as they arrive.

Please liaise with your child's class teacher via seesaw to arrange any sibling collections.

In order for drop off and collection to be the safest possible for all member of our school community, we would like to remind parents the importance of:

- maintaining social distance;
- wearing a face covering on school site;
- leaving swiftly from the school site, adhering to the one way system;
- not congregating on site, at the school gates or outside of the school particularly during entry and exit times.

Please do not come to the school site too early. We need your support in order to minimise congestion outside and on the site.

If you wish to discuss something with your child's class teacher, please communicate with them via SeeSaw or by calling the school office. In order to ensure the quickest and safest drop off/pick up of all children, class teachers will not be available for discussions at these times.

There will be members of staff on site to assist with the smooth transition around the one way system and off the school premises.

Thank you all, once again, for your continued support during this time.
We are looking forward to welcoming the children back on Monday.

Kind Regards,
Mrs L.J. Lewis and the Marshfield Team