

Larchwood Gardens
Pilgrims Hatch
Brentwood
Essex CM15 9NG



T: 01277 372450
E: office@larchwood.essex.sch.uk
W: www.LarchwoodPrimary.co.uk

Headteacher: Mr.S.Bowsher

2nd September 2021

Dear Parents / Carers

Drop off at the start of the day

It has been wonderful to welcome all the children back to school today and learning was underway straight away.

I just want to clarify the arrangements for dropping children in the morning as it wasn't as smooth as it should have been this morning.

The gates will be opened at 8:20am and children and parents can wait in the playground. At 8:30am when the bell rings, the doors into the building will open and children will leave their adults and come in via the covered walkway. Parents should not come under the covered walkway, but instead turn around and head back out the way they came in, up the slope. Please avoid accompanying your child over to the entrance as this will cause a bottle neck like it did today. This was how children came in pre-pandemic and helps develop their independence.

The gates close at 8:40am so children can still arrive after 8:30am. Any children arriving after 8:40am are late and will need to be signed in at the office.

I appreciate for Year 1 children that this is the first time they have come in to the main building but they were brilliant at it despite not quite knowing where to go. They will have a much better idea of what to do tomorrow.

Just as a reminder for the end of the day, please wait in your child's class area and children will be sent out to you by the teachers. Our one-way system will no longer be used so please do not come through the undercover walkway. Please leave using the slope.

Mr S Bowsher
Headteacher

