

14th December 2017

Dear Parent/Carer

From the start of the New Year as part of our ongoing efforts to ensure site security, we will be trialling new drop off and collection arrangements at Colindale. We are also taking this action to reduce the massive heat loss caused to the building every morning and afternoon and assist in keeping the building warm and reducing our energy bills, which in turn should help with continuing to improve our energy efficiency. These new arrangements are in keeping with the original School Travel Plan and so should be an improvement on the current arrangements.

From 3rd January 2018 the main school entrance doors at Clovelly will be closed, the Clovelly gate will however remain open. Children and their families who come to school via Clovelly Avenue gate will need to walk around to our Poolsford Road entrance, along the pavement through the school car park. Children in years 3, 4,5 and 6 will be able to be dropped off at the main Clovelly Avenue gate and walk around to Poolsford. A member of staff will be at each gate to ensure their safety. All children in nursery, reception, years 1 and 2 should be brought into class by their parents as per usual.

The entrance at Woodfield Avenue is an alternative option for families and will be open as usual.

The Woodfield Avenue and Poolsford Road gate opening times (8.30 am – 9am and 3.00pm to 3.30 pm) will be unaffected by these new arrangements and during the day all visitors will need to report to the school office as per usual.

Parents wishing to visit the school office at drop off or pick up times can do so as usual and if coming through Woodfield gate will be able to do so via the rear entrance door, again as per usual.

Children who attend after school clubs will be collected from the main school entrance as per usual and Poolsford gate closed at 4.45 pm for convenience.

We appreciate that it may take a while for everyone to get used to these new arrangements and to feel the benefits they bring, but we hope everyone embraces this change with enthusiasm. We would also remind you all of the need to be courteous and respectful of those that live in the streets surrounding our school. These are our neighbours and we want to be on the best possible terms with all of them so they can help us in making Colindale Primary School a vibrant learning centre for this community.

Yours faithfully

Lucy Rodgers
Headteacher

