



*Sacred Heart Catholic Primary
School and Nursery*
Windermere Road,
Southend on Sea, Essex, SS1 2RF
01702 534546
office@sacredheart.southend.sch.uk



26th March 2021

Dear Parents/Carers,

Change to arrival and dismissal arrangements – from 12th April

I hope that you and your families all remain safe and well.

We continue to be grateful for all parents/carers for your on-going support and compliance with the range of safety measures we are required to have in place to ensure that our school environment continues to be safe for all children and staff.

You will all, by now, be very familiar with our arrival and departure arrangements. These systems are working well – with parental support ensuring that pupils arrive promptly and be ready for their entry time. Thank you for your on-going support.

We are adjusting the arrival and dismissal times for some class bubbles to reduce the waiting times for families. We hope that this will also help further ease congestion around the school.

Arrival and departure arrangements

Please note our revised arrival and departure times below:

		ARRIVAL	DEPART	GATE
NURSERY * (15 hour)	St. Patrick	8:45/12.30	11.45/3:30	Main school gate (Atrium)
NURSERY * (30 hour)		8:45	3:30	
RECEPTION Miss Curtis *	St. Clare	8:30	3:15	Reception gate
RECEPTION Miss Byast *	St. Francis	8:40	3:25	Reception gate
Y1 Miss West	St. Padre Pio	8:30	3:15	Vehicle gate
Y1 Mrs. Elvidge	St. Maximilian Kolbe	8:30	3:15	Vehicle gate
Y2 Mrs. Grover	Mary Mother of God	8:40	3:25	Vehicle gate
Y2 Mrs. Lodge	St. Joseph	8:40	3:25	Main school gate (Atrium)
Y3 Miss McMahan	St. Michael	8:30	3:15	Junior building (R)
Y3 Mrs. Moyies	St. Gabriel	8:30	3:15	Junior building (L)
Y4 Mrs. Stanford	St. Paul	8:35	3:20	Junior building (L)
Y4 Mr. Overton-Smith	St. Peter	8:35	3:20	Junior building (R)
Y5 Mr. Morris	St. Bernadette	8:40	3:25	Junior building (R)
Y5 Mrs. Overton-Smith	Our Lady of Lourdes	8:40	3:25	Junior building (L)
Y6 Mrs. Robb	St. Philip	8:45	3:30	Junior building (L)



Headteacher: Mrs Janet Mullally
Part of the Assisi Catholic Trust Ltd,
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In order for these shortened waiting times to work well, we will be reliant on parents/carers **timing the journey to school precisely** - not too early or late. This will enable us to continue to minimise the risk of class bubbles arriving together and mixing.

When dropping your child off, please continue to ensure that you follow social distancing measures. In line with government guidelines, only 1 adult should oversee arrival/collection of family/childcare bubbles from school. Parents should not gather at gates or on paths.

Thank you again for your on-going support.

Yours sincerely,

Mrs Janet Mullally
Headteacher



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