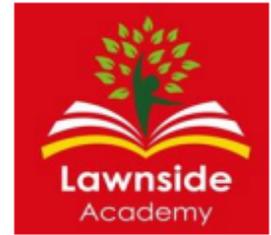


Lawnside Academy
Lawnside
Biggleswade
Bedfordshire
SG18 0LX

Tel: 01767 312313
Fax: 01767 316802



LSA-office@bestacademies.org.uk
www.lawnsideacademy.org.uk

Thursday 25th March 2021

Dear Parents / Carers,

We're writing to let you know about some changes we're making to our arrangements for dropping-off and picking-up pupils at school, **after Easter**. We hope these changes will help us keep our pupils, staff and school community as safe as possible during this challenging time.

From Tuesday 13th April, the school drop-offs and pick-ups for all pupils/classes will be **on the playground**. We will have markers showing where you should stand to keep a safe distance from other parents. We are not changing the drop-off or pick-up times, these will stay the same.

Please can we respectfully request, however, that you do not arrive more than 10 minutes before your allocated time and that if you have children in more than one key stage, that you use the later drop-off and earlier pick-up times.

Please can we also remind you to walk, not drive, up Lawnside.

We kindly ask that all parents and carers (with the exception of those who are medically exempt) wear a face covering when they drop off and pick up their child from school. This will help prevent the spread of viruses.

To avoid overcrowding, we're asking parents and carers to avoid spending excess time on the school site when dropping off your child in the mornings and reminding you please to keep your children off the pirate ship and trim trail before and after school.

Please make sure your child has everything they need before entering the school site, and keep goodbyes short to make space for the next group of pupils arriving.

If you wish to speak to a member of staff, please make an appointment with the staff member beforehand, as there won't be an opportunity to speak to staff during drop-offs and pick-ups. This is to prevent crowding on the playground / at the designated class entrances, and make sure that all children can get to class on time. Please telephone the school office who will be only too happy to make an appointment for you.

Thank you for your continued support in making the school a safe place for everyone.

Happy Easter and we look forward to seeing you all back on Tuesday 13th April.



Cheryl Johnson
Head Teacher

Class	Start time	Finish time	Location, Entrance / Exit
Chestnut Willow	8:50am	3:10pm	Playground (Reception door)
Cherry	9:00am	3:20pm	Playground (Hall door)
Lime	9:00am	3:20pm	Playground (Year 1 outside area gate)
Rowan	9:00am	3:20pm	Playground (Library door)
Birch	9:10am	3:30pm	Playground (Library door)
Sycamore Oak	9:10am	3:30pm	Playground (Main playground door)

*If you have children in more than one key stage, please use the later drop-off and earlier pick-up times.