

Coagh Primary School

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Principal: **Mr I Bayne B.Ed.(Hons), PQH (NI)**

Updated Drop Off and Collection Arrangements

4th October 2021

Dear Parent(s)/Carers,

We are delighted that the new P7 classroom has been completed and the pupils are now able to use it fully. It has and will continue to make a huge difference to the school in terms of expanding capacity and having the most modern facilities available to our pupils and wider school community.

As many of you will be aware this was 'Phase 1' of the development work around the school and the outcome so far has been fantastic. In addition to the new classroom, the newly resurfaced paths and access into the garden has really 'opened it up' for all pupils in school and will allow it to be utilised throughout the year.

'Phase 2' is due to begin on the 20th October 2021 and will involve the following 'work areas' around the school which have been highlighted on the map attached to this letter. Below is a brief outline of what will be happening at each 'work area'.

Area 1- New Offices at the front of the school

Area 2- Extended 'flat' area outside the resource room to allow 'indoor/outdoor play' to happen at the same time for Foundation and Key Stage 1. New ramp for improved access.

Area 3- New Toilet area and Store

Within the school building- New automatic access doors along corridor and into assembly hall.
Revamp of décor within the classrooms etc.

This new phase of building work will really modernise the main school building and will again increase our capacity to continue delivering high quality teaching and learning in a revamped environment.

The vast majority of the work initially can be completed externally before 'breaking into' the existing school building further into the process. The building work is due to be completed by mid-March 2022.

The imminent start of 'Phase 2' has meant we need to update our 'Drop Off and Collection' arrangements with effect from **Monday 11th October 2021**. We are doing this now so that parents have advance notice and we are not having to make changes at the last minute during the building process as it is tricky to determine an exact timeline of when particular parts of the build will happen.

'Drop Off' in the morning

We continue to operate a 'flexible' drop off policy from 8.30am – 9.00am (Pupils are supervised by teachers in their classroom from 8.30am). All pupils will now enter via the front door (including P7's who will then walk out through the P1 door and across the playground to their classroom).

P1 parents can continue to walk their P1 children down to the classroom when entering via the front door. The green security gates leading to the school playground will be 'locked' throughout the day for child protection reasons. Once the digger work begins at the back steps they will be 'out of action'. At that point the P7 pupils will go through the green pedestrian gate directly to their classroom but we will communicate this when the time arrives.

Collection at 1.45pm

Mrs Glasgow's/Mrs Montgomery's P1/2 Class will exit via the front door and parents should collect their children from 'Zone A' which is to the right hand side of the front doors as you look at the school.

Mrs Crook's P2/3 Class will exit via the Assembly Hall 'fire exit' and parents should collect their children from 'Zone B' which is at the bottom of the access ramp.

Collection at 3.00pm

Pupils in P4-P7 will make their way to the 'Pupil Collection Zone' from either the front door of the school, Assembly Hall exit or the pedestrian green gate leading from P7 Classroom. It is difficult to be more specific as the classes move rooms for their 'afternoon 2-3pm classes' so they tend to exit from a different door/gate each day. We would encourage parents/carers to 'space out' in the general collection area and we envisage that there shouldn't be too much difficulty 'spotting' your children as they wait at one of the three aforementioned exits.

All arrangements will be kept under review and any changes will be communicated to you as and when appropriate and/or necessary. If you have any other queries or questions that have not been answered through the information provided, please do not hesitate to get in touch.

Yours sincerely,



Mr I. Bayne
Principal
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Layout of School (October 2021)



