

Rivington Foundation Primary School



Horrobin Lane, Rivington, Horwich, Bolton, BL6 7SE
Tel: (01204) 696951 Headteacher: Mrs S E Annette BA (QTS)

01.07.2019

Dear Parents/Carers,

Arrangements for Rivington Foundation Primary Sports Day on Thursday the 4th July at Albany High School Chorley Bolton Road, Chorley, Lancashire, PR7

3AY.

- All parents are to access the Albany site from the main entrance on Bolton Road only. **NO RIVINGTON CHILDREN ARE TO ENTER THE ALBANY SITE FROM THE BACK ENTRANCE OFF YARROW ROAD/YARROW GATE.**
- **Breakfast Club will start at 8am (children to be dropped of as described above). Late-stay will run but only until 4:30pm and children are to be picked-up from the main entrance.**
- **All Parents are to park on or around the Bolton Road entrance not in the Albany car parks** – PLEASE BE AWARE THAT IN THE MORNING THERE IS A STAGGERED START TO ALBANY SO TRAFFIC SHOULD FLOW BUT THAT BOLTON ROAD WILL BE BUSY WITH ALABNY AND ST. GEORGE'S DROPPING OFF. PLEASE CAN I ASK YOU TO BE CONSIDERATE OF OTHER DRIVERS AND HOMEOWNERS. PARKING IS AVAILBLE ACROSS THE OTHER SIDE OF THE ROAD NEAR TO ST GEORGES – IF YOU ARE USING THIS PLEASE ENSURE THAT YOU CROSS THIS VERY BUSY ROAD AT THE CROSSING PATROL ONLY.
- **THE SCHOOL DAY WILL START AT 9AM.**
- Children are to arrive at the main entrance for Albany High School on Bolton Road by 9am.
- Staff from Rivington and Chorley Sports Partnership will meet you at the main entrance and escort the children into the gym at Albany.
- Staff will be able to receive children at the main entrance from 8:50am onwards – **there will be no staff to receive children before this time.**
- Children will be registered in the gym and will remain there until 9:15 so that we are able to confirm numbers and gather information on any children who may not have arrived.
- The main entrance will only be used by Rivington – **NO ALBANY PUPILS ENTER THE BUILDING THIS WAY SO PLEASE ENSURE IT IS THE ONLY ENTRANCE THAT YOU USE** – this will ensure a safe transition into school for both us and Albany.
- At 9:15am the children will move to field where Sports Day will take place.
- **Parents are able to watch sports day on a hill next to the field** - Chorley Schools Sports Partnership/Rivington staff will help direct you – **you are not able to walk through the school grounds to access the field.**

- All movement throughout the school will be supervised by Rivington School Staff who will be with the children at all times.
- All children will be escorted to the toilet or around the building by a member of Rivington Staff at all times.
- **ONCE SPORTS DAY HAS FINISHED AT APPROXIMATELY 12PM IF YOU WISH TO TAKE YOUR CHILD HOME YOU CAN. PARENTS WHO ARE UNABLE TO DO THIS CAN LEAVE THE CHILDREN WITH US AT ALBANY FOR A SPORTS AFTERNOON. PICK-UP WILL BE AT 3:30PM AT THE SCHOOL ENTRANCE.**
- Children on school dinners will still receive a picnic school lunch from our usual supplier – all other children will need to bring a packed lunch – **CHILDREN WILL NOT HAVE ACCESS TO ALBANY SCHOOL DINNERS.**
- The school day will end at 3:30pm – this is after Albany’s end time and will mean that we are able to avoid the traffic and coaches at pick-up time.
- CHILDREN ARE ONLY TO BE PICKED UP FROM THE MAIN ENTRANCE WHERE THEY WERE DROPPED OFF –THIS WILL BE MANNED BY RIVINGTON STAFF AT BOTH DROP OFF AND PICK UP.
- At 3:20pm the children will be moved back to the main hall by Rivington Staff ready for pick-up.
- At 3:25pm a representative from each classroom will be at the main entrance ready to mark your child off the register for pick-up.
- Parents will be able to take pupils home at 3:30pm once they have been marked off the register. Please do not hesitate to contact me if you have any further questions.
- If you wish to contact us whilst at Albany you can do so using the following number: 07794743232. **Messages in the afternoon** will be taken by Mrs. Townsend on the school number – Mrs. Townsend will be at school in the afternoon and will be in constant contact with us.
- **PLEASE DO NOT CONTACT ALBANY SWITCHBOARD FOR RIVINGTON MESSAGES OR CONCERNS UNLESS IT IS AN EMERGENCY.**

Best wishes,

Sarah Annette

Sarah Annette