



2<sup>nd</sup> November 2020

Dear Parents/Carers

I hope you all enjoyed the half term break, and are continuing to keep safe and well.

I wanted to write to you at the beginning of this half term to clarify the arrangements and to reassure you following the news of another lockdown.

We will continue to work together to ensure the safety and wellbeing of both children and staff. Again we find ourselves in difficult circumstances and we ask that you bear with us and support us whilst we try and make the situation easier for all involved.

### **A few general reminders**

- Please remember to keep to the 2 metre social distancing rule at all times whilst on the school site.
- Face masks/coverings must be worn whilst on the site.
- Please ensure you do not congregate in groups either whilst in the grounds or outside the school gate.
- Although we are trying our best to minimise it, there will be times when there is congestion outside the classrooms. I would ask that you use your own judgement on these occasions and stand back from the crowd, even if it means you are a few minutes later collecting your children.
- Please stick to the drop off times and pick up times as detailed below. Please do not arrive earlier than you need to, unless you are collecting a sibling.

### **Drop off and pick up times**

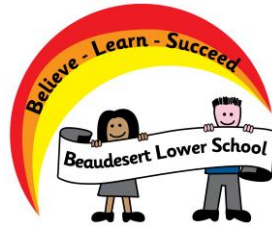
We will continue with staggered start and finish times as detailed below:

<b>Year</b>	<b>Start time</b>	<b>Finish time</b>
Years 3 & 4	8.40am	3.00pm
Years 1 & 2	8.50am	2.45pm
Reception	9.00am	2.30pm



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Headteacher: Mrs Vanessa Pearce





### **New arrangements for 3J and 4LB**

To try and ease the congestion around these two classrooms we have implemented new procedures as detailed here.

**3J parents** – in the mornings please do not wait outside the classroom. Please instead wait on the far end of the playground, towards the field. Once Mrs Jones has opened the classroom door she will alert you via the side window that faces onto the playground, please then send your child over. Please then follow the one-way route around the back of the school to exit. Again, at the end of the day, please wait in the same place. Mrs Jones will send your child to you once she has seen you from the side window and acknowledged you with a wave.

**4LB parents** – in the mornings, please do not wait outside the classroom. Please wait on the playground, near the shelter area. Once Mrs Butcher has opened the classroom door she will alert you via the side window that faces onto the playground, please then send your child over. Please then follow the one-way route around the back of the school to exit. Again, at the end of the day, please wait in the same place. Mrs Butcher will send your child to you once she has seen you from the side window and acknowledged you with a wave.

We thank you for your support during these times.

Yours sincerely

Mrs Vanessa Pearce  
Headteacher



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