

5th November 2020

Dear parents and carers,

As we start our national lockdown, I would like to remind you of some key actions that will help to keep our staff and pupils safe.

Please remember:

- To aim to arrive at the correct time for your child - not early or late:

Class	Pick up times	Drop off times
Reception	8:40-8:45	14:40-14:45
Year 1	8:45-8:50	14:45-14:50
Year 2	8:50-8:55	14:50-14:55
Year 3	8:55-9:00	14:55-15:00
Year 4	9:00-9:05	15:00-15:05
Year 5	9:05-9:10	15:05-15:10
Year 6	9:10-9:15	15:10-15:15

- Face masks should be worn when queuing on Cedar Avenue and when on the school site, unless you have a medical exemption
- Social distancing must be maintained – the markings on the pavement and the orange marks on the playground should be used to support this
- Households should not mix when queuing, leaving the premises or when walking to/from school
- Only one person should drop off/pick up
- Adults should not linger on the playground to see their child go into the building – please drop and go
- Communication with staff should be through year group emails or the office (telephone or email) - please avoid face to face communication unless urgent
- No scooters or bicycles can be left on the school premises.

Our staff are working hard to keep your children safe in school so please help us by following these actions at all times.

We know that this is a challenging time for everyone. If you experience any difficulties during this period, please let us know so we can support your child in school and offer help or advice for you where possible.

Thank you for your continued support and understanding.

Yours sincerely,

Mrs Sansom

