

Headteacher:
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Wednesday, 09 September 2020

Dear Parents,

I must start by saying how fantastic it is to have all of the children back in school. It has come back to life and is great to hear the chatter in the classrooms and the squeals of laughter and thundering of feet in the playgrounds.

As you know we have completed a comprehensive risk assessment in order to get everyone back as safe as we possibly can. It is shared and approved weekly by the Full Governing Board and so I will be feeding back to them about our 'return to school' this week. We know that there are likely to be tweaks to this and reminders to everyone along the way as we realise what works and what needs adapting. Now that we have got through the first few days, we have noticed a couple of things that people need to be more aware of, there are only a few and I have put the reasoning behind our decision so that you understand why we have made these decisions and the impact if not followed.

Drop-off and collection	
Parents must adhere to the allocated drop-off and collection times	We have thought carefully about the number of children arriving at any one time, in order that all children can wash their hands safely without a long queue. The teachers prepare the children to go home so that there is no congestion in cloakrooms and crossing of bubbles. Staff will continue to monitor when children are arriving according to surname as some are arriving earlier than their allotted time which creates added pressure to the teachers at quite a busy and stressful time. We understand that in exceptional circumstances this may not always be possible in which case you can call the office and a message will be passed on to the teacher.
Only 1 parent should be coming onto the site	This is to limit the number of people around the site to enable social distancing
Parents to stay behind the 2m line of the entrance to each classroom and remain outside of the covered areas to Years 2,3&4	To protect staff and children so that they are able to keep a safe 2m distance from others

Please leave the premises promptly and children should not be using equipment or activity trails	All equipment is allocated to particular bubbles and may not have been sanitised for use by others.
Office	
Please email or telephone the office if you need to speak to anyone in school. During drop-off or collection please buzz on the outside gate so that we can talk to you through the window. Parents should not be coming into the foyer at the moment.	We have to minimise the number of outside people coming onto the site and into the school building in order to keep staff and children safe. This area is to be used by children who are unwell and so needs to be kept as clear as possible.
Breakfast Club (open from 7:45am for all year groups except Reception)	
Parents to drive no more than 5mph onto the playground using just the top half by the office	Year 5 and 6 breakfast club children are likely to be in the playground playing as they are based in their classrooms.
The car park is for staff only	Staff need to be able to park in the car park on arrival at school in order to prepare for the day.

Thank you for your co-operation in all of the above - our priority is to keep all staff, children and parents safe.

Yours sincerely,



Kirsty Robson