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Date: 04/01/2021

Dear Parent/Carer,

We are writing to you to welcome you back to the new school term and update you with information that we have at this time.

Firstly, we are currently open to all children. Should this situation change we will communicate information to all parents and carers through text messages and the school website. Please ensure school have up to date contact details for you at all times and you inform the school office if your child is not in school.

As you are aware our region has been placed in Tier 4 lockdown restrictions. We would like to take this opportunity to remind you of a few of our safety rules and routines that we have in place.

Start and End of School Day Procedures

- All parents and carers to wear a mask when on school site dropping off or collecting their child.
- Children should be dropped off and collected by **ONE adult** to reduce the number of parents on site.
- Once on site, parents should use the queuing system for their year group and not congregate near the classroom door.
- Parents must follow the one-way system marked out around school to leave the school premises. Please remember all Nursery, Reception, year 1 and year 2 children must be brought onto site by an adult and handed to a member of staff at the door.

We ask that parents do not congregate in groups on the premises or just outside the school grounds. The government advice is clear, you may take your child to school but you must return home and only leave for essential journeys / essential work.

- All children must be **waiting with their adult** at all times before entering school and not playing together in groups. This also applies to younger siblings or siblings that have already been collected when waiting for older children. Please do not bring older siblings onto site where possible.

Start and finish times

	Start time	Finish time
Nursery	8.30am / 12.30pm	11.30am / 2.30pm / 3.30pm
Reception	9am (doors open at 8.50am)	3pm
Year 1	8.45am (doors open at 8.35am)	3.15pm
Year 2	8.45am (doors open at 8.35am)	3.15pm
Year 3	8.50am (doors open at 8.40am)	3.20pm
Year 4	8.50am (doors open at 8.40am)	3.20pm
Year 5	8.50am (doors open at 8.40am)	3.20pm
Year 6	8.50am (doors open at 8.40am)	3.20pm

Please do not come onto site earlier than these times each morning, especially Reception parents as the queue will block the path around school for other pedestrians.



Covid 19 response procedures

- NO adult or child should come onto the school site if they, or someone within their household, is displaying symptoms of COVID-19 or has tested positive for the virus.
- Please inform school immediately if your child or a member of the household displays symptoms or tests positive for Covid -19. Your child and the household must remain at home for 10 days.
- If a child becomes unwell at school, or displays symptoms, they will be removed from their group by an adult wearing PPE. They will be kept isolated until an adult collects them. It is expected they will be collected immediately and a test is arranged by parents.

Children whose parents are critical workers with no alternative childcare or vulnerable children

In case the local or national situation changes we need to collate details of children who would fall under the category of

- parents who are critical workers and have no alternative childcare available or
- vulnerable children.

You can check if your child comes under the category of vulnerable child or child of critical worker with no alternative childcare by following this link:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

If your child is in this category, please complete the attached form and return it to school by Wednesday 6.1.21.

We are currently open to all children and if you have any questions, please do not hesitate to contact us and we will answer them as best we can.

Yours faithfully

C McDermott

Headteacher