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Monday 4th January 2021

Dear Parents/Carers,

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, year 2 and year 3 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	8.40am to 9am (flexible drop off)	11.50am/3pm to 3.10pm (flexible collection time)
Reception	8.40am to 9am (flexible drop off)	3pm to 3.10pm (flexible collection time)
Year 1/2	8.30am to 8.50am (flexible drop off)	3.15pm
Year 3/4/5/6	8.30am to 8.50am (flexible drop off)	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 arrives to collect them. It is expected they will be collected immediately and a test arranged by parents.

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

Miss L Cassidy

Head Teacher