

**Mr T Mamak**  
(Headteacher)  
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28<sup>th</sup> August 2020

Dear Parent/ Carer

As you are aware we have been preparing for the safe return of all pupils to school and have been regularly reviewing guidance and guidelines sent from the Government and Public Health.

All the Government guidelines and PHE are clear about the need for staggered starts and finishes for infection control in schools and on the way to school to avoid too many adults on the school site but of course this causes difficulties in large schools because of the number of families with children in different classes.

We have looked at all sorts of ways of trying to address these difficulties but it is very hard to find a solution that works for everyone whilst preserving the system required.

Safety requirements have to come first and in this we have to be guided by the Government and health professionals.

We have been notified by some parents who have more than one pupil at the school and we have listened to their concerns and have revised our current system to include an alternative for families. If parents have more than one pupil then they can bring them all at the same time to drop off.

If the pupil's surname begins with A – E then it will be at 8.30am;  
Surnames F-J will be at 8.40am;  
Surnames K-O will be 8.50am;  
Surnames P-T 9.00am;  
Surnames U-Z at 9.10am.

If you have children with more than one surname please choose one of the surnames and all arrive at that time. At the end of the day please choose the sibling who has been given the latest time to pick them all up. This will ensure that every child has the maximum teaching time that they can possibly have.

Can I remind you that all previous safety measures put in place must be adhered to. One adult only should accompany the child to avoid too many adults on site. Adults must follow the one-way system in place and follow social distancing measures. Please avoid lingering on school site and leave the building as soon as possible.

If parents have previously spoken to a member of the senior management team and been given a different time please can they stick to that time.

However, this will be regularly reviewed and if this compromises safety of pupils and adults we will have to look at it again.



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We will endeavour to keep pupils, families and school staff as safe as possible. If you have any concerns about safety measures please do not hesitate to contact the school by phone or email.

We will be posting a video over the weekend that we would encourage you to watch with your child to help familiarise you all with new measures we have had to put in place.

Finally, staff cannot wait to welcome all Key Stage 2 pupils (years 3 , 4, 5 and 6) back on Thursday 3<sup>rd</sup> September and Key Stage 1 pupils (years 1 and 2) on Friday 4<sup>th</sup> September.

Yours sincerely,

Helen Rees  
Deputy Head teacher

