

Wednesday 27th May 2020

RE: Parent protocols for phased opening and transport guidance

Dear Parents/ Carers,

I hope your family and close loved ones are as well as possible during these challenging times. Thank you for your continued support, understanding and patience. We are very glad to be implementing a phased return to begin welcoming children back to school; beginning with year 6 from **Monday June 1st**. In order to adhere to social distance rules and create a safe environment for all members of our school community, there are a number of protocols that will be in operation from **Monday June 1st**.

Travelling to and from school

Following advice from the government, to minimise the impact on public transport, please take advantage of the warm weather to walk to school. If possible, use other modes of transport such as scooters or bikes to travel to and from school. In the eventuality that you have no other choice but to use public transport please allow your child to wear a face mask. Again, minimise the surfaces they touch and maintain their distance from others, where possible.

Parent/ Carer on site – Year 6 pupils

Year 6 Bubble Number	Playground Entrance	Start Time	Finish Time	Finishing Time on Friday
1	Main gate	08:45	14:45	12:45
2	Main gate	08:45	14:45	12:45
3	Sports playground	08:45	14:45	12:45

- At the start of the day, no parents/ carers will be permitted onto school grounds for Year 6 pupils. If you are dropping your child to school, please say goodbye to your child at the specified gate. Where possible, please allow for your child to come to school independently.
- At the end of the day, if you are collecting your child, you may enter onto the school site but please wait in the specified playground above.

- Please refrain from congregating in groups and observe social distancing measures. It is imperative to ensure that the gate remains clear at all times. Children will be brought from their classrooms and dismissed to you. It is important that you leave the site as quickly as possible so all public areas are cleared for everyone's safety.

Key worker Parents/ Carers on site

Key Worker Group Bubble Number	Playground Entrance	Start Time	Finish Time	Finishing Time on Friday
4	Sports playground	08:45	14:45	12:45
5	Main gate	09:00	15:00	13:00

- At the start of the day, a school adult from your child's bubble will be there to meet your child. Please avoid being early or late, as this will cause a knock on effect for other groups.
- At the end of the day, please collect your child from the specified playground above where your child will be waiting. As like the start of the day, please try your best to stick to your allotted time to avoid overcrowding from other groups. Where possible, please allow for your child to come to school independently.

Communication with school staff

- If you want to talk to your child's bubble teacher or school staff , please call the school office, where we can arrange for the relevant member of staff to call you back. This will help support social distancing measures and ensure that the school premises doesn't become congested.

The school office

- To create a safe social distance; the school office will be closed. If you require any information please contact the school office by phone or email.

General information

- If you recieved a letter informing you that your child's medication has expired, please ensure on the first day your child returns to school that new medication has been brought back in.
- Also, please look out for any emails, text updates and on the website. If the current information we hold is not up to date, please inform us as soon as possible.

Yours sincerely,

Mr D Ogunsola

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