

Protocols and Procedures

Dear parent/carers

As you are aware all schools have been asked to introduce and implement various procedures and protocols to minimize the spread of COVID within schools.

A lot of thought has gone into setting these up. All school leaders know that they will only work if they have the full support of everyone involved.

Last week, as a school, we were immensely proud with how well all of our children adapted to the new procedures and protocols. We know that for some of them there are aspects that are very difficult to follow but they did.

Also as a school we felt that the procedures for the start of the day went very well too. And we thank you for your support with this.

However, at this moment in time our biggest concern is the end of the day. I would therefore like to remind you of what has been put in place:

- If you are happy for your child to walk home on their own (Y4, Y5 & Y6 only) please complete the permission slip for this
- If you can meet your child slightly away from the school grounds then please do this. We would ask that you complete the walking home permission slip for this too.
- Only **one adult** should collect your child/children
- When on the school grounds please maintain social distancing
- Once your child/children are with you please leave the school grounds
- If you wish to speak to your child's class teacher, arrange when to have a phone conversation. Please do not stand on the playground, having an in-depth conversation with them.
- Please be patient as staff get to know who you are. They have lots of new faces to recognise

The dismissal times are:

- 2.50pm for EYFS (Foundation). This will begin once the phased return has ended.
- 2.55pm for Lower Key Stage 2 (Y3 & Y4)
- 3.00pm for Key Stage One (Y1 & Y2)
- 3.05pm for Upper Key Stage Two (Y5 & Y6)



If as a school we feel that our parent/carers are not following these we will have to tighten our procedures, which may inconvenience some families.

Remember everything we are doing is for health and safety reasons.
We therefore ask that you respect what we have put in place and work with us.

Mrs Smith
Head of School