



Cambridgeshire  
County Council



### Monkfield Park Primary School

Acting Headteacher: Mrs A Howell  
Acting Deputy Headteacher: Mrs L O'Rourke  
School Business Manager: Mrs J Durrant

School Lane, Great Cambourne,  
Cambridgeshire CB23 5AX  
Tel: (01954) 273377  
Fax: (01954) 273379  
E-mail: [office@monkfieldpark.cambs.sch.uk](mailto:office@monkfieldpark.cambs.sch.uk)  
Website: [www.monkfieldpark.cambs.sch.uk](http://www.monkfieldpark.cambs.sch.uk)

17<sup>th</sup> March 2021

Dear Parent/Carer,

It has been lovely to have all the children back together again in school. They have settled well, and are eager to learn and to be with their friends, thanks to all the hard work and support provided by yourselves and the staff during the most recent lockdown.

I am writing to you all as I have received a number of e-mails from concerned parents over the past few days regarding the behaviour of other parents at the beginning and end of the school day.

I am sure you can appreciate that it remains a major logistical challenge to get over 400 children on to the school site and into their respective pods, with the increased need for thorough hand washing and social distancing. The restrictions of our risk assessment must remain in place to limit the risk of transmission until we are permitted to allow parents and carers back on to the premises. Staff are working diligently to ensure safety is prioritised and that learning time is maximised with the minimum of inconvenience for you when dropping off and collecting your child/ren.

Please can I kindly request that in order to make the dropping off and collection of children as smooth and safe as possible that all parents and carers should:

- Observe the current Government guidance on social distancing. To stay safe, you should:
  - take hygiene precautions when you are outside
  - wash your hands as soon as you are back indoors
  - keep at least 2 metres apart from anyone outside your household or support bubble where possible, or at least one metre with precautions such as wearing a face mask
  - take hand sanitiser with you in case there are no handwashing facilities.
- Only arrive at the gates at the allocated time for your child's pod at the beginning and end of the school day. Children will not be able to access or leave the school site before their allocated time. This should avoid pinch points and reduce the possibility of the pods mixing outside the school gates. The gates are open for ten minutes for each pod which is ample time to allow children to access and leave the site. We are mindful that some parents and carers have multiple drop offs/collections to carry out at different gates, so please be assured that members of staff will wait with your child until you are able to collect them.



- Observe social distancing by queuing safely in single file along the side of the footpaths. Please do not gather around the gates as this makes it difficult for the staff to hand over children swiftly and safely.
- Leave the gates and surrounding areas promptly as soon as you have dropped your child off or have collected them at the end of the school day. Please do not stay to socialise and chat.
- At collection times staff will ask each adult in the queue in turn to give the name of the child they have come to collect, rather than waiting for children to identify the adult collecting them. This should make the handover much smoother.
- Do not stand in front of the electric car park gates. These open automatically as vehicles are leaving and accessing the school site and this may impede driver visibility.
- Avoid blocking the footpaths for other users, and to be considerate if cycling. With all schools fully open the footpaths are incredibly busy at the beginning and end of the school day. I have contacted the Village College to ask them to remind their pupils to be aware of others using the footpaths.
- Ensure other siblings are kept close to you for their safety and do not block the gates for other adults.
- Clean up after your dog if they accompany you to the school gates.

I am aware that we are very limited in what we are able to implement on the public highway but your cooperation in following the socially distanced guidelines has ensured the safety of the children at very busy times of day. I would like to thank you all in advance for your continued support and cooperation in working with us to ensure Monkfield Park is as safe as possible for everyone.

With kind regards

Annie Howell

Acting Headteacher

