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Meadow Road, Catshill, Bromsgrove, Worcs B61 0JL

Headteacher: **DEB RATTLEY**  
M.Ed. B.Ed. NPQEL

14<sup>th</sup> September 2020

Dear Parent Carer

It is fabulous having your children back in school bringing smiles to all our faces! They have all settled back in beautifully and have been really accommodating with all the changes, this is a credit to your preparation with your child.

I am writing to follow up a text that you will have received this morning with regard to the morning drop off. Unfortunately, this morning we had too many people in the building waiting to drop children off outside classrooms resulting in people not being able to maintain a safe distance, children having to wait too long to get into class and children, staff and families becoming anxious.

As an update on our guidance can I please ask the following:-

- One parent carer comes to the front of school who will be greeted by a Chadsgrove member of staff who will take your child to their class
- Please ensure any notes/messages are in the home school diary so that we can facilitate a smooth transition and class staff have any information they need
- Please sign your child in on the sheet outside at the front of school
- At the end of the day we would really appreciate it if the pick-up is swift. Any necessary communication for you from school, will be in the home/school diary

Please understand that we are trying to get the safest procedures in place at Chadsgrove and sometimes systems have to be worked through to highlight best practice and then change(s) may need to happen. Whilst I aim to get information out to you as soon as possible via text/email/letters, sometimes information about procedures are shared at the door so that we can act on changes quickly to minimise any risks.

Please be assured that any changes/judgements that are made are done so with your child's best interests at heart and we are doing all we can to make Chadsgrove as safe as possible for everyone.



If you have any queries regarding any of the above, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Deb Rattley', with a stylized, cursive script.

Deb Rattley  
Headteacher