



# Hadleigh Infants and Nursery School Academy

Bilton Road  
Hadleigh  
Benfleet  
Essex SS7 2HQ

Tel: 01702 557979  
Fax: 01702 556586  
Email :admin@hadleigh-inf.essex.sch.uk  
www.hadleigh-inf.essex.sch.uk

Thursday 13<sup>th</sup> May 2021

Dear Parents/Carers,

## COVID-19 Update

As stated in my letter dated Friday 30<sup>th</sup> April 2021, I have begun to implement changes which will see the school slowly and safely return to pre-COVID times. I would like to again thank all of our families who have followed our most recent changes to procedures. I am sure for many of you the changes at times have been inconvenient and frustrating. As the restrictions both locally and nationally continue to reduce I will make further changes. I am pleased to announce the following update linked to procedures that directly link to parents which will come into force as of **Monday 17<sup>th</sup> May 2021**.

From Monday 17<sup>th</sup> May, parents will be able to enter and exit the site using any of the three entrances (Bilton Road, Scrub Lane or The Avenue). This means the school will no longer operate a one-way system. It is my hope that this change will ensure that parents can access the site more easily and support families who are completing multiple drop offs at multiple sites. To ensure that we can continue to reduce the level of risk to all I do require parents to continue following our other existing protective measures which can be found below -

- Ensuring that only one adult per family enters the site
- All adults on site, if medically able to, should wear a face covering
- All families continue to follow the drop off and pick up times below -

	<b>Drop off time</b>	<b>Pick up time</b>
<b>Surnames beginning with A - G</b>	8:30am - 8:40am	2:50pm - 3:00pm
<b>Surnames beginning with H - M</b>	8:40am - 8:50am	3:00pm - 3:10pm
<b>Surnames beginning with N - Z</b>	8:50am - 9:00am	3:10pm - 3:20pm

As always, I will monitor this situation and make changes to my proposed plans if needed. I would ask that as we change back to a more fluid system in and out of school that everyone remains vigilant and provide each other with ample amounts of space.

To ensure teaching begins promptly at 9:00am, teachers will close the doors to classrooms and begin their sessions. Any families that arrive after 9:00am will need to bring their child to the office to be let in. To guarantee consistency in this procedure, all clocks have been synchronised and teachers will receive a message to close their doors. I know this may be frustrating for those who arrive just after this time - but this decision has been made to ensure that teaching can begin as soon as possible every day.

Thank you in advance for your support on these changes.

Yours sincerely

Mr. S. Proctor