



# Shirley Community Primary School

## Shirley Pre-School

Nuffield Road, Cambridge CB4 1TF  
e-mail: [office@shirley.cambs.sch.uk](mailto:office@shirley.cambs.sch.uk)  
Tel: 01223 712252 Fax: 01223 712253  
Headteacher: John Cattermole  
Deputy Headteachers: Diane Mitchell & Suzanne Wernham

Thursday 3<sup>rd</sup> September 2020

### Key Information For Returning to School

Dear Parents and Carers

I hope you all had a good summer – we are looking forward to welcoming back all of the children on Monday. We have been working hard to ensure that our school is safe and welcoming whilst meeting Government guidelines.

We have made **two videos** which we hope will provide reassurance for everyone. Please take a look at our website home page to watch these videos: <http://www.shirley.cambs.sch.uk/website>

Also on the home page is further information from the Local Authority about schools reopening, as well as a film providing reassurances for anyone who is anxious about returning to school.

### Key Information

- Parents and Carers should not enter the school building, including classrooms and the school office. Please say goodbye to your children at classroom doors, observing social distancing. Contact the school by telephone on 01223 712252 or email [office@shirley.cambs.sch.uk](mailto:office@shirley.cambs.sch.uk) in the first instance if you require any assistance. In line with this guidance, we will not presently be organising events for parents to attend.
- Absence must be reported to the school office each day before 10.00 am latest.
- Children will be provided with individual, named learning resource packs, please do not send in resources from home. You can see these in the videos.
- Please send your child to school with a named water bottle and lunch bag/box if your child will not be having a school packed lunch (Grab and Go). We are not able to provide hot school dinners at this time. Grab and Go packed lunches are available for Free School Meals.
- Please ensure a complete, clean PE kit is left at school. ALL uniform, PE kits, water bottles and lunch boxes must be clearly labelled with your child's name.
- Do not send in hand sanitisers as children will wash their hands many times throughout the day
- Do not send your child to school with a face mask. This is **not** a requirement for primary school pupils.
- Please adhere to the correct pick up and collection times for your child, which we sent out in July:

'Even' Classes (Reception, Year 2, Year 4, Year 6): Children arrive 8.40-8.55 am, leave 2.55-3.10 pm.  
'Odd' Classes (Year 1, Year 3, Year 5): Children arrive 9.05-9.20 am, leave 3.20-3.35 pm.  
(Gates will be locked in between sessions to allow site to be cleared)  
Pre-School: Morning Session 8.30-11.30 am Afternoon Session: 12.30-3.30 pm.

Entrance and Exit Points: Reception/Year 1 use Nuffield Road entrance/exit.  
Year 2, Year 3, Year 4 and Year 5 use in/out system through Laxton Way gates.  
Year 6: Children's Centre entrance.  
Pre-School: Use normal Pre-School entrance and exit at main school entrance.



**Breakfast Club children arrive between 8.00 and 8.15 am through designated entrance (see below)**  
**After School Club Children must be collected between 5.00 and 5.15 pm through designated entrance (below)**

Bubble group	Location of group	Entrance/exit point
Reception children	Playroom (far left as you enter the main club room)	Car park entrance (by car park courtyard)
KS1 children	Children's Centre 'scout room' (right hand side as you enter children's centre)	Children's Centre entrance
Lower KS2 children (Y3/4)	Club lounge (main room)	Children's Centre entrance
Upper KS2 children (Y5/6)	Old hall	Car park entrance (nearest KS2 playground)

Please do not hesitate to contact us if you have any queries. We look forward to seeing you next week.

Yours faithfully

Mr J Cattermole  
 Headteacher

