



West Green Primary School

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3rd November 2020

Dear Parents and Carers

Re: THURSDAY LOCKDOWN MEASURES – IMPORTANT PLEASE READ

We have been really lucky so far with drop-off and collection running so smoothly, and we are not intending to change anything unless we have to.

We would just like to clarify a few things with you and then if everyone is following the measures we should be fine.

- One adult per family on site if possible please.
- Drop off is from 8:45am to 9:05am. The gate will open NO EARLIER THAN 8:40am.
- Pick up is from 2:50pm to 3:10pm. The gate will open NO EARLIER THAN 2:45pm.
- The aim is to spread out arrival and departure so we are not all on site together. Please avoid excessive queuing at the gate if possible.
- Families should not linger to talk either on the school site, or just outside the gate. Clearly this would be against the current guidance that is coming in to force on Thursday, and also stops the flow in and out.
- Social distancing on site between adults is their own responsibility.
- Children entering and leaving the site in an orderly fashion is their parents responsibility.
- Children should not mix with other children from different classes (except siblings) while on the school site.
- Masks can be worn by both adults and children to and from school, that is still your choice and is not enforced yet. However, if you come to the school office you **must wear a mask**. Children do not need to wear masks in school.
- Please do not enter the classroom or 'pop your head round the door' to speak to staff. Our main priority is getting children in and out safely. Call or speak to the office if you have a message for staff.
- If you are waiting for children please back up and stand at the far edge of the path, on the outgoing side. Staff will notice you are there and send the children out to you.

Hopefully if we all work together we won't have to go back to different pick up and drop off times for different classes.

Many thanks

A handwritten signature in black ink that reads "A. Hodgson". The signature is fluid and cursive, with a long horizontal flourish at the end.

**Mr A Hodgson
Head Teacher
West Green Primary School**