



Hemsby Primary School

School Loke | Hemsby | Great Yarmouth | Norfolk | NR29 4LH

Tel: 01493 730364 | Fax: 01493 732850 | e.mail: office@hemsby.norfolk.sch.uk

www.hemsby.norfolk.sch.uk



6th October 2020

Dear Parents & Carers,

Following the recent increase in Covid 19 cases (especially in the Great Yarmouth area), I am writing to remind you of the importance of social distancing on the school site, and not standing with other parents talking once you have dropped off or collected your child.

I have attached a reminder of our start and end of school day arrangements:

Children arriving at school

The gates will be open at 8.45am and close at 9.00am. There will be no before school play. Children will be expected to go straight to their class when they arrive at school. Entry to school will be through the small black pedestrian gate, there will be a one-way system around the school with the exit through the large silver main gate. Key Stage Two children are encouraged to come into school by themselves and to walk straight round to their classroom, through their class fire door. Parents who bring their children to school should follow the one-way system, continuously walking around the building following the guidelines and send their children straight into their classrooms as they pass them. Children will be met at the classroom door by a member of staff who will provide them with hand sanitiser. **Please keep moving around the building whilst observing social distancing from others. We will have staff outside to guide you around the building and to politely remind you about social distancing, we appreciate your understanding in this.**

We ask that Nursery parents line up on the spots outside Nursery where they will be greeted by members of staff. We would appreciate you following the one-way system round school after dropping off.

Any money or letters should be posted into the post box on the gate. If you need to contact the school office please do so by telephone: 01493 730364 or email: office@hemsby.norfolk.sch.uk please do not come into the school building. The office will not be manned until 9.05 am.

Children leaving school (please maintain social distancing/personal space)

School will finish at 3.20pm. Parents of Robins and Jays children should wait in the playground outside those classrooms. Parents of Key Stage Two children should wait on the Key Stage Two playground. Parents of Owls children should wait outside the Owls classroom by the Hall fire door. If you have more than one child we ask that you walk around the school following the one-way system to collect your children Jays and Robins, Key Stage Two and Owls in that order. **When you are waiting for your child please stand 1+ metres away from others. We kindly ask that parents do not stand together.** Your child will be sent directly out to you by a member of staff. Key Stage Two children who have parental permission can walk home on their own (letter or phone call to the office for permission).

Thank you for your understanding in keeping our school community safe.

Kind regards

Mrs Sian Harmer

