**Heathfield Primary and Nursery School**

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Executive Head Teacher: Mr G.A. Fullwood B.Ed.(Hons)

Head of School: Miss J Dickens B.A.(Hons)



2nd September 2020

Dear Parents/Carers

It was great to see so many children back in school today. The staff have worked extremely hard before and during the holidays to ensure everything was in place for today.

In light of the current Coronavirus pandemic we have a number of carefully planned safety rules in place which **MUST** be adhered to by everyone to ensure that school can remain a safe place to be.

The start of school this morning was extremely busy as many parents **did not** follow our risk assessment plans in regards to the staggered start. **This put children, staff and parents at risk**. We have a staggered start and end to the school day to ensure there are not too many parents on site at one time.

**For the safety of everybody we ask that you respect our risk assessments.**

**Morning dropping off arrangements:**

* If your surname begins A-M you must arrive between **8:40-8:50am** – if you arrive earlier please wait along the pavement on Kersall Drive
* If your surname is N-Z you must arrive from **8:50-9:00am** – please do not arrive any earlier as this means the routes around school become over-crowded like they did this morning.
* Only 1 parent per family to come onto site
* Y5/6 children can be left at the gate to make their own way into school
* The gates will be locked at 9am

**Afternoon collection arrangements: please look out for new signs**

* If your surname is A-M you can collect from 3:10 – 3:20pm. Your child will be waiting at the allocated door (where you dropped them off).
* If your surname is N-Z you must collect your child from 3:20-3:30pm. Please do not come earlier as your child will still be busy in class.
* The gates will be locked at 3:30pm

We appreciate that you and the children were probably keen to be back at school today but these timings are really important.

**Friday afternoon arrangements:**

You will recall from information sent out prior to the summer break that we have to take measures to limit the exposure of staff to children from different ‘bubbles’. School will therefore close on Friday afternoons to enable the staff to take their required PPA time. The school day has been extened to ensure no learning time is lost.

On Fridays:

* If your surname is A-M you must collect your child at 12:50—1:00pm
* If your surname is N-Z you must collect your child at 1:00-1:10pm

If you work on Friday afternoon, you may book a place in our Rainbow Club via a Gmail account –you should have received a text yesterday.

If your child attends the Afterschool Club, they will be accommodated in their phase Rainbow Club until afterschool club begins. You can collect from there as usual.

Hopefully with all parents following our guidelines, we will be able to have a more steady flow of parents and children entering school as we had planned.

Many thanks for your support with this.

Yours sincerely



Miss Dickens

**Head of School**