

7th September 2020

Dear All,

Welcome back to the new school year. It was really lovely to see you all today and feels fantastic seeing classrooms full of children again. The children are having a great time being back in school and are settling into their new routines. Thank you most sincerely for your patience this morning. There were a few issues morning that we have identified and this letter is outlining the **changes we will make to arrangements** moving forward.

We were thrilled to see the children this morning but it is vital that they **do not arrive before 8.30 am**. We are unable to supervise the children before then as we are involved in daily briefings and classroom preparations.

Some children did not know which entrance they were to use and we have made sure we have physically walked them through this today. We would really appreciate your support by ensuring your child arrives as close to 8.30 as possible and it is really important that you have read all of the information provided on the catlive website. <http://www.catlive.co.uk/>

Other arrangements we have made are:

1. We have rearranged our staffing allocation and more staff will be available to help children access and leave the site in a more orderly and safe fashion.
2. We have introduced a "snake lining up system" for our KS3 pupils, the entrance gate for our KS3 pupils on Dunyeats Road will open at 8.20am and then they will need to enter single file and line up socially distanced ready to enter the school building at 8.30am. Please support us in being able to do this both sensibly and safely by not sending your child into school before 8.30am, unless they have an allocated space on our morning club.
3. This will be the same for KS2, a member of staff will open the gate on Dunyeats Road so they can line up by their classroom door ready to enter the school site at 8.30am.
4. When collecting your child from after school provision, you should call at the office and we will radio through to let them know you are waiting for them. Unfortunately, the deadline for booking this has now passed and the provision is full.
5. We have spoken to all KS3 pupils today to explain how to enter the school safely and reminded them to walk with peers from their class bubble. This will also support them in knowing what to do ahead of tomorrow's arrival.

We are also aware of the guidance around when parents should keep their child at home to self-isolate or when to send them to school if siblings are showing any symptoms or awaiting test result. A parent-friendly

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flow diagram will be sent out to you all tomorrow that will hopefully clarify expectations around this. However, if there is any doubt or you are unsure please contact us and we are happy to discuss with you.

Again, thank you for your patience and understanding around this new way of working. As ever, if you have any questions at all – or you notice something that you think we need to know about or is of concern to you, please do not hesitate to get in touch.

Thank you again.



Mrs D Wilks
Executive Head Teacher



Miss J Palmer
Head of School

