



Thursday 4 March

Dear Parents & Carers

As we prepare the site for next Monday, I wanted to write again with further details of routines that will be in place in school.

Our key routines and principles remain unchanged:

- Year group bubbles with key staff to reduce movement across classes
- Bubble entry and exit doors to limit crossover of staff and pupils
- Regular handwashing throughout the day
- Hand sanitising stations throughout the building
- Resources to support the 'Catch it. Bin it. Kill it.' approach e.g. tissues and cleaning stations in every room
- Staggered break and lunch times
- Lunches eaten in classrooms to reduce movement around the building
- Frequent and enhanced cleaning routines and procedures
- Staggered drop off and collection times
- One-way systems around the site for parents at the start and end of the day
- Whole school PPA on a Friday afternoon to reduce cross bubble transmission
- Face coverings to be worn by all adults in indoor communal areas of the school
- Extra clothing can be worn by pupils and staff when the weather is colder as all rooms are well ventilated regardless of the temperature outside

There are a couple of changes to our routines that I would like to bring to your attention:

- All staff are now offered a twice weekly Lateral Flow Test to complete at home
- We recommend that all adults wear face masks when on site e.g. at drop off and pick up times

Here is a reminder of the start and end times for the pupils as of next week:

Start of the School Day		End of the School Day	
Surnames A-L	8:30am	Surnames A-L	3:00pm (Friday @ 1:00pm)
Surnames M-Z	8:40am	Surnames M-Z	3:10pm (Friday @ 1:10pm)

Finally, I would just like to say how I am very much looking forward to us all being together again. Whilst we are not fully back to normal, we have the hope that this will soon be the case. This has been such a challenging time for the whole school community and I know I speak on behalf of all the staff when I thank you for your ongoing support. I would also like to take this opportunity to thank and praise all staff here in school as they have worked tirelessly to be able to support those in school and those working remotely during the lockdown.

As ever, if you have any questions or concerns regarding a return to school on the 8th, please do not hesitate to contact us at school via email, the School Gateway app or please give us a call on 01964 622319.

Kind regards and stay safe,



Victoria White
Headteacher