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*Part of the Midsomer Norton Schools Partnership*

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Monday 2nd November 2020

**IMPORTANT T2: school arrangements.**

Dear Parents and Carers,

I hope this letter finds you all safe and well, and that you have managed to have an enjoyable half term break. We look forward to welcoming all the children back tomorrow. After reviewing our risk assessment, I wanted to share a few tweaks with you, as these will start from tomorrow.

Our primary aim is to keep the whole school community as healthy and happy as possible, during what is a very challenging time for us all. I know you will agree with me that we really want to keep our school open. It is vitally important for pupils to learn, socialise with friends and continue with their education. The routine and familiarity of school is very reassuring for pupils, and we will continue to minimise risk to all. We do, however, need to make additional changes requiring your support, to try and keep staff and their families well too.

**Masks/face coverings:**

Thank you so much to all the parents who have helped us to feel and stay safe by wearing masks, socially distancing and helping children understand all the key messages that help keep themselves and their friends well. Moving forward, masks/face coverings will be mandatory if you wish to enter the school site or be around the school gate. Please remind children that at this moment only adults are required to wear masks, but staff will be wearing them more during this time, even when socially distancing.

**Drop off:**

Timings will remain the same, but we will call one class at a time. Please continue to be punctual, and leave as soon as your child is on their way to class. Please cross over and use the far pavement to go home, enabling parents dropping off to be on the gate side.

**Collection:**

These changes will help to reduce the number of parents gathering in close proximity waiting for classes to come out. Entrance to the front playground will be through the small pedestrian gate and the exit through the car gate. At this time, can we ask that no dogs come to school or are tied at gates.

All children will be collected in single classes from the front playground. There are dots for parents to stand on and children will come and find you. You will then need to leave promptly, allowing the next class to be collected. Please wait to enter until a senior member of staff calls you in. If you have siblings, please remain on your dot until all are with you and then leave.

**Collection times from the front playground are as follows:**

Cherry Class: 2.55pm.  
Willow Class: 3.00pm  
Oak Class: 3.05pm  
Sycamore: 3.10 pm  
Maple: 3.15pm  
Rowan Class: 3.20pm



**Classrooms:**

Following government guidance, windows and doors will continue to need to be open to ensure all rooms are fully ventilated. As it gets chillier, children are welcome to wear extra/suitable layers under their school uniform if they feel cold.

**End of the day:**

Please be aware that I will be asking all staff to leave the premises as soon as possible at the end of the school day (4.00pm at the latest). This will mean that the best way to communicate with teachers is through the school office, when a follow up phone call/video call can be arranged. Any messages will be passed on, but to minimise risk and disruption, we continue to ask that you respect the teacher's time and space by avoiding face to face meetings as much as possible. We continue to look forward to the day when it will be safe to welcome you back into the classroom and school.

Once again, we thank you for your continued support, whilst we all try to provide continued good education provision for your children in these difficult times.

Yours sincerely



Miss Ennew and the team at Clutton.

