



The Laurels
PRIMARY SCHOOL

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Headteacher: **Charlotte Bull**

19th November 2020

Dear parents and carers,

We would like to refine our drop off and collection routines from **Monday 23rd November** so we can extend the school day slightly. The new timings will be as follows:

Surname	Arrive to school	Collect from school
A-F	8.30-8.35	2.55 – 3.00
G-M	8.35-8.40	3.00-3.05
N-Z	8.40-8.45	3.05 – 3.10

We would appreciate everyone following the guidelines below so we can keep you, your children and staff as safe as possible:

- Only arrive in school at your child's start/finish times.
- Depart the school site promptly.
- Avoid waiting at the gates as this blocks the entry/exit points.
- One adult from each family when collecting/dropping off.
- Keep together as a family and stay 2 metres apart from other families.
- Stay at home if anyone in your family has Covid symptoms.
- Children in Key Stage 2 will meet their parents at the front of the school as before. Urgent questions for KS2 teachers can be sent to the class email addresses.

For any non-urgent queries, please email the school office office@laurelsprimary.co.uk. Thank you for your continued support and for adapting with us as the guidelines and protocols change. It is so appreciated and I am so proud of the way the children have adapted to these new rules too.

Yours sincerely

Miss C Bull
Headteacher