



The Laurels
PRIMARY SCHOOL

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Headteacher: Charlotte Bull

CBU/mwa

3rd March 2021

Dear parent/carer,

I am delighted to be writing to confirm the drop-off and collection arrangements for all the children next week. We are so looking forward to seeing you all and having the community together again.

Masks

As before, we request all adults wear a face mask when on the school site unless you are officially exempt. If you have asked someone else to collect your child, please could you let them know to wear a mask when on site. Staff will also wear masks at drop-off/collection times and when in the staffroom. Government guidance does not recommend face masks for primary age children.

Timings

- As before, we are asking everyone to arrive by the initial of their surname as follows:

Surname	Arrive to school	Collect from school
A-F	8.30-8.35	2.50-2.55
G-M	8.35-8.40	2.55-3.00
N-Z	8.40-8.45	3.00-3.05

- It is very important that you only enter through the school gates in the **correct time slot** so we can reduce the number of people on the school site.
- If you arrive early for your time slot, we may ask that you wait outside the school gate until the appropriate time so we can ensure everyone is able to follow hygiene controls safely.
- It is also important that you leave the school site as soon as you have collected your child to avoid causing congestion in other time slots.

Collection

- Children in Years 5 and 6 will leave from the school hall exit at the front of the building.
- Children in Years R, 1, 2 and 4 can be collected by parents from outside their classroom door.
- Children in Year 3 can be collected by parents from their cloakroom door.
- If you have siblings at the school, please collect the youngest child first and oldest last.

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Social distancing

We have painted dots for you to indicate where it is safe to walk or line up whilst maintaining social distancing.



For everyone's safety including the staff's, please avoid coming further than the first dot.

Communication with staff

- As before, we request that any messages are shared with staff using the school office email office@laurelsprimary.co.uk
- For safety reasons, staff will not be able to speak face-to-face at the beginning and end of day. If you would like a discussion with a member of staff, the office will arrange for a member of staff to call you.
- Members of the leadership team will be on the gate each day to support you with anything urgent.

Bubbles

- Please ensure you keep your children with you at all times on site and as this helps us minimise the number of children affected if a positive case were to occur.
- If your children come to school without you, please ask them to walk through the grounds together.

I appreciate there have been many changes over the last year and thank you for your continued support. As ever, our priority is keeping everyone as safe as possible.

Yours sincerely

Miss C Bull
Headteacher