

Leadership Team

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"Shaping Lives, Shaping Futures"

"Start children off on the way they should go, and even when they are old, they will not turn from it" Proverbs 22:6

Dear Parents/Carers,

During this week, the Health and Safety Officer from the Spire Academy Trust conducted a review of procedures and protocols that are currently in place. The outcome of this meeting deemed that the school has taken appropriate steps to maintain Health and Safety in accordance with current government guidelines.

With regards to the end of day collection, the current one way system will remain in place. As I'm sure you understand, we cannot do anything about the layout of buildings and pathways but there are measures that can be taken to minimise any risk. Whilst we acknowledge that there are areas of the school that can potentially cause bottlenecks, we urge all parents to maintain an appropriate **social distance at all times** to reduce the risk of spreading the virus. We strongly advise parents to **wear a face covering** while on site and to refrain from congregating in groups whilst waiting for children. Both gates will now be opened in front of the office to further relieve any congestion. Hub and year 2 parents will continue to be allowed through the gate first so they can exit the site and then KS2 parents can move through the gate afterwards. If Reception, year 1 and 2 parents wish to exit via Baxter gate, they can do so. We will also continue to implement the staggered end to the day: Reception and Year 1- 2:50pm, Year 2 – 2:55pm, KS2 – 3:00pm.

To ensure systems operate smoothly, it is imperative that the following guidance is adhered to by all visitors to the school site:

- The one-way system must be upheld at all times for the safety of everyone. **Do not** walk back down the path.
- **Social distance at all times** and we strongly advise that you **wear a face covering** whilst on site.
- One adult to collect
- If you are only collecting from years 3 - 6, do not arrive before 3pm to minimise queueing. You will not be permitted on site before this time.
- If queueing down the path, please continue to stand close to the green fencing so that any parents going to the hub or year 2 can easily pass.
- Whilst waiting on the playground for your child, please avoid standing near the shed as this can block parents trying to pass through. There is plenty of space on the playground to socially distance and it also makes it easier for staff to see you when handing over.
- As soon as you have collected your child, please make your way promptly to the gate to maintain the movement of people around the site.
- As you approach the exit gate, social distancing markings will be put in place to further support distancing. When exiting the bottom gate, please keep moving along the pathway to maintain the flow.
- Whilst moving along public footpaths around the school, it is the responsibility of individuals to maintain social distancing and avoid any congregating.

We thank you for your feedback which has been given due consideration. We would also like to thank parents for following the safety measures and their understanding and continued support during these difficult times.

Yours sincerely

Mrs C Lowe
Headteacher