

Harleston C.E. Primary Academy

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Headteacher: Miss Hannah Holgate

9th March 2021

Dear Parents and Carers,

Thank you for your continued support and for the ideas you have put forward to support the children in returning to school. As a staff we have discussed your concerns and queries and I am happy to make some adaptations to the current entrance and exit.

You said: *The footpaths are too narrow to queue up on*

We will be allowing parents on site from Wednesday 10th March 2021

You said: *The social distancing from parents/carers off-site was not in place and that parents/carers were congregating to 'chat'*

We will have a strict 1 way system (detailed on the next page) All adults on site will be expected to wear a face mask and to socially distance from each other. If this does not happen we will not be able to allow adults on site.

You said: *A ten minute window was too short to be able to drop your child off*

We will open the gates 8.45am - 9.15am to allow you to come into school at a time which is convenient to you.

You said: *Your children were happy to come into school and spend time with their teachers and friends*

We will continue to support your children with their wellbeing and high quality teaching.

You said: *Parents and carers were unable to socially distance when collecting children*

We will allow you to collect your child any time between 3pm and 3.30pm, following very strict 1 way systems and social distancing.

You said: *Could we open the large double gates on Redenhall Road*

We will open these gates (Gate E) and Gate D for **entry** to school (EYFS and KS1). Please be advised though that Gate E does not link to a path and is on a slope - please use it at your own risk and I would advise avoiding it in very wet weather.

We are a community and we are working together to support our young people. We must be compassionate and work together to enable the young people in our care to 'flourish and grow'.

We will review our changes weekly and if adults are not able to socially distance then we will not be able to facilitate having parents/carers on site. I am sure we can all work together to make this a success.

- *We do ask that only one adult enters the site to collect your child/children;*
- *That you wear a mask and remain 2 metres away from all other adults;*
- *You keep to the one way system;*
- *That you do not stop to talk to people on site.*

Teachers and TAs will be unable to speak to you about your child whilst you are onsite, if you need to speak to a member of staff please contact the office or email the member of staff directly and they will arrange a time to contact you. This is to minimise adult to adult contact as much as possible to reduce transmission risk.

One way system

Please keep back from the classroom doors on drop off and collection to maintain social distancing.

Reception, Year 1 and Year 2

Enter - Gate E or Gate D (Redenhall Road)

Path - straight up the field to drop/collect children outside their class (outside areas) keep moving and do not stop to keep traffic moving. Continue up to the upper playground and exit through the staff car park.

Leave - Gate A (School Lane) and the car park Gate (A2)

Year 3 and Nursery

Enter - Gate B (School Lane)

Path - walk down to classroom past cookery suite, drop off at Y3 or Nursery, leave past the computing mobile, then up onto the upper playground and through the staff car park.

Leave - Gate A (School Lane) and the car park Gate (A2)

Year 4-6

Enter - Gate B (School Lane)

Path - straight onto Upper playground, drop/collect children at outside doors. Continue up to the upper playground and through the staff car park.

Leave - Gate A and the car park Gate (A2) (School Lane).

The school gates will be open between **8.45am - 9.15am** for all children to be dropped off to their classroom.

The school gates will be reopened between **3.00pm - 3.30pm** for all children to be collected.

Nursery children are either in school **9.00am - 12.00pm** or **12.30pm - 3.30pm**

If you have children across two Key Stages please use Gate D or E on entry.

There will be no before or after school clubs and Gate C is closed to HPA students and parents/carers.

Thank you for your continued support and this will be reviewed on a weekly basis.

Kindest Regards,

Hannah Holgate