



RICHARD de CLARE

Community Academy



Executive Headteacher C. Jaques B.Ed (Hons), NPQH
Head of School K. Riddleston

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Friday 25th September 2020

Dear Parents/Carers

Beginning and end of the school day

Thank you for your support for the arrangements that are in place at the beginning and end of the school day. The staggered start and finish times are working well. You are reminded that there is a five minute window in which to drop off your child in the morning, so please ensure that you arrive within this time to maintain the integrity of the staggered start to the school day. In the afternoon, please can you arrive for your allocated collection time. If for any reason you cannot socially distance when waiting at the junior building gate, then please can we remind you that we have opened the basketball courts as an extra space for parents to wait.

The one-way system that we have in place is also working well. Please could we remind all parents to leave the school site as soon as you have dropped off/picked up your child as this helps to reduce the number of people on the school site at any one time.

We have reviewed the arrangements at the beginning and end of the school day this week and although these are working well, it has become apparent that there are parents who are not maintaining a two metre distance from other parents or from staff. In light of the tighter Government restrictions that have been announced this week and in response to comments from some parents, the Trust is requesting that face coverings are worn at drop off, pick up and at any time that parents visit the school site, including the school office. This applies to anyone over 12 years old, unless medically exempt, and will come into effect from 8.00 a.m. on Monday 28th September 2020. School staff who are out in the playground before and after school will be wearing a face covering and staff may also be wearing a face covering when they open the door to the children at the beginning and end of the school day.

Wearing a face covering should be seen as an additional protective measure, not as a replacement for social distancing or leaving the school site promptly. All adults should still remain 2 metres apart from each other and only one adult per household is permitted on the school site to drop off/collect children. If you need to speak to your child's class teacher, please e-mail the school office and s/he will contact you as soon as possible.

We will continue to monitor the situation over the coming weeks and will update you if/when things change.

Thank you for your understanding and co-operation during the COVID-19 pandemic.

Yours sincerely

K. Riddleston

Ms K. Riddleston
Head of School

Claire Jaques

Mrs C. J. Jaques
Executive Headteacher



'Dream big, work hard, believe and achieve'
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