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Head of School Mrs S Sullivan

Date: 12<sup>th</sup> November 2020

Dear Parents,

We have had a number of complaints about the queue outside of school at pick-up.

I am again asking for your co-operation please in this time of National Lockdown.

Please ensure that:

- You stagger your arrival times. The gates are opened at 3.00 but you do not all have to arrive at 3.00 as the gates remain open until 3.15. The children will stay in their classrooms until you arrive.
- If you are collecting from Year 5 and 6 please do not wait outside the school gates as this is blocking the path and exits. Please use the one-way system.
- That only one person per family comes into school. Please do not bring siblings or other family members.
- That you maintain a social distance from each other. The expectation remains that we are two metres apart.
- We asked you to wear masks and many of you now are - thank you!

Please keep our school community safe by adhering to these requests. Thank you for all your support.

Yours sincerely,

Mrs S Sullivan

Head of School