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## **Updated procedures and reminders to keep everyone safe – PLEASE READ**

We are changing the routine at drop-off and collection to ensure that we are doing all that we can to keep all members of our community safe. This is because we have observed a few issues over the first few days of school:

### **Issues we are trying to solve**

- Many parents are crowding together to be by the collection line and are not distancing enough from each other
- A number of parents / children are arriving too early for drop-off or collection which is causing increased crowding
- The Addenbrooke Road gate gets very congested as it is the only exit from school when using our one-way system

### **In order to keep everyone safe:**

- ✓ **Please queue to collect your child** in the new lines that we have marked out for each class on the playground (see the map on the back of this letter).
- ✓ **If you are not in a queue, please stay at the back of the playground near the school garden area until it is your child's collection time**
- ✓ **Parents / carers are encouraged to sanitise their hands when entering the school playground** (sanitisers are located by the gates). Children will continue to also sanitise their hands when they come into the school building.
- ✓ **Parents are encouraged to wear face coverings when dropping off and collecting their children.** Children do not need to wear them and cannot wear them when coming into the school building.
- ✓ You can now also exit the school site **down the separate driveway leading back to Thompson Road** (see the map on the back of this letter).
- ✓ **Please only come at the correct time to drop-off or collect your child.** The timings are there to reduce the number of people on site at any one time. **If waiting to drop-off or collect siblings, please wait at the back of the playground.**

Thank you for your support in making school as safe as possible for each other at these busy times. Our measures will only work if everyone is patient and follows them at all times.

Yours faithfully

A Dickinson  
Head Teacher