



# ENDSLEIGH HOLY CHILD

VC ACADEMY

Dear Parents/Carers,

We hope that you have all had a wonderful break and wish you a very Happy New Year. As we begin the Spring Term, we would like to give a few reminders about our procedures in order to keep our school community as safe as possible.

## **Breakfast Club**

The numbers attending breakfast club rose rapidly in the last weeks of the Autumn term. Therefore, we have implemented a **weekly** booking system which can be found on the website. When we have reached capacity, we will no longer be accepting further bookings and we ask that your child does not attend without prior booking. The form will need to be completed by the previous Thursday.

Please only use our breakfast club if you have no other alternative.

The gate opens at 8am and will close at 8.15am after which it will not be opened again until 8.35am.

In order to further reduce mixing of classes, children will line up in their classes so for the 1st time they attend, please do not let them line up without speaking to an adult to see where they will need to go.

## **The beginning of the school day**

The beginning of the day has run really smoothly and we thank you for not coming onto the playground if not necessary. In the morning, we have had no concerns over distancing on the playground. However, in order to avoid any gathering at the gate before school starts, please can we ask that parents and children wait away from the gate until it opens at 8.35am. Please remember that if you are coming onto the playground before or after school, to wear a mask.

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### **The end of the school day**

At the end of the day, we would ask that parents and carers wait for their children distanced from others. A reminder that only ONE person should be coming onto the playground to collect the children. If you are able to meet your child outside of the gates if they are old enough, this would also support distancing.

When you have collected your child/children, please could you leave the playground immediately and not stop to hold conversations with other parents.

### **Late collections**

Please ensure that the school office is aware if your child is remaining with us until 3.40pm or 4pm if you have absolutely no alternative.

### **Speaking to staff**

Communication, where possible, should be done via telephone or email. Each morning and afternoon, there is a member of our office staff and SLT on the gate. We would ask that any messages are passed onto them only if they cannot be relayed via telephone or email. We understand that there will be occasions when this needs to happen.

If you need to speak to your child's class teacher, please can you arrange to do this via telephone and only speak to them on the playground if it is absolutely necessary.

Thank you, as ever, for your support in keeping our families as safe as we can.

We look forward to seeing you on Tuesday.

God Bless

The Endsleigh Team