



Leppington, Birch Hill, Bracknell, RG12 7WW
Headteacher: Michael Dillon B Ed (Hons) MA

Friday, 09 July 2021

Dear Parent/Carer,

COVID Step 4 Arrangements

The Government have announced the relaxing of Covid restrictions in schools, effective from 19th July. As this is close to the end of term, schools can choose whether to relax measure on the 19th July or from the start of next term.

In view of the high numbers of cases in schools locally, and advice from the Local Authority, we will keep all our existing measures in place until the end of term – including;

- adults wearing face masks on and around the school site,
- maintaining social distance
- year group bubbles and
- lunchtime arrangements

However, we will change our morning drop off and afternoon collection procedures. This will allow us to see how these procedures work, with changes we have made to the site, since we last operated in this way.

Revised Drop Off procedures for Monday 19th July – Wednesday 21st July

The three pedestrian gates (Year 5/6, cycle path and main pedestrian gate) will be opened at 8.30am for parents to enter and leave the site. There will be no one-way system operating.

Classroom doors will open for Reception - Year 6 children at 8.30am, for children to go to their class.

Parents must stay with their child until their child has entered the building. No parents should enter the building please. Please continue to wear face masks on our site. A reminder that scooters and bikes should not be ridden on the school site.

Nursery doors will open at 8.45-9am (children will be welcomed by staff at the gate).

All **Reception** children to enter their classroom via RW outside 'fence' gate, where staff will welcome them.

Years 1 – 6 children to enter their classroom via their 'blue door' on the main playground (they will know which door this is as they use them at lunchtimes).

Registration is 8:50am. Children arriving after 8:50am will be marked as late and should come in via the main school office.

The year 6 gate will be locked at 8.50am so exit after that time is via the main pedestrian gate.

The main gate/cycle path gate will be manned at 9:00am for Nursery parents only and locked at 9am.

The car park will be unmanned and the bottom playground gates will not be used. Parents should leave the site promptly through any of the 3 gates.

Note that we have new fencing and the sensory garden, so please avoid blocking the new gates. Do not let your children play in the sensory garden.

Can parents be careful to keep paths clear and to stand away from the classroom gates/door entrance.

Revised collection procedure

The three gates will open at 3.00pm.

Nursery children can be collected between 3:00 – 3:15pm

Children will exit from the same doors they went in. Nursery and Reception, Year 1 and Year 2 children will be released to an adult at 3.15pm.

KS2 children will be released at 3.20pm. Year 3 and Year 4 will need an adult to collect them from school.

Year 5 and 6 children may walk home, if we have written permission in place.

Please do not enter the building. Please leave the playground promptly through any of the three gates. Any children not collected will be taken to the office.

We will use these final three days as a trial period and look to see if we need to make any changes ready for September.

Yours sincerely,

A handwritten signature in black ink that reads "Michael Dillon". The signature is written in a cursive, slightly slanted style.

Michael Dillon
Headteacher