



5<sup>th</sup> November 2020

Dear Parents,

Now that we are in a national lockdown, I thought it would be a good time to share some updated information and reminders.

As you are aware, I took the decision to allow parents on site to ensure that we could avoid parents/carers gathering at the school gates. This has worked very well but as people have become more confident, we need to review the social distancing measures that we have in place.

### **Staggered Starts and Finishes**

The staggered starts and finishes are in place to keep everyone safe. Please arrive on time and leave the site as soon as your child has gone into class. This is particularly important in Early Years as Nursery starts at 8.45am and Reception starts at 8.55am. Nursery parents should leave the site by 8.50am so that Reception parents can enter the site at 8.50am. This will allow everyone to maintain social distancing. Please leave the playground as soon as your child has gone into class. Rainbow class parents-please be aware of Sunshine class children/parents!

There are an increasing number of junior children who are collected late. Please collect your child on time so that we do not have children standing at the gates. If you need after school care, please contact Clubkidz <http://www.clubkidz.co.uk/>

### **Soft starts**

We are offering soft starts for families with more than one child at Killigrew to ensure that parents/carers do not have to wait at the gates. If you have a child in Nursery or Y6 please drop them off first then drop off any other children.

If you drop a child at Nursery then Y1 you may now use the wooden gate to the Y1 covered outdoor area. The staff in Y1 will need to keep the classroom door to this area closed so please be patient while they let the rest of the class in via the opposite door. As soon as your child has entered the classroom, please leave the site. Please be aware of children and parents arriving/leaving Nursery and Reception classes.

### **Supervision**

Please keep your child by your side and ensure that they walk on site. Please do not allow your child to use a scooter or bike on site.

### **Families-updated**

As it is becoming busier on site, please send one adult per family wherever possible. If you walk to school to enjoy family time, there is usually room at the gate for additional adults to wait for a few minutes.

### **Face Coverings-updated**

As it is more crowded, we request that you now wear a face covering when you enter the school site if you are able to.

**Staff Contact**

If you would like to speak to a member of staff, please email [admin@killigrew.herts.sch.uk](mailto:admin@killigrew.herts.sch.uk). Please do not enter the office lobby unless you are dropping off medication or there is an urgent matter that cannot be discussed on the phone or via email. Don't forget that there is a post box on the railings just inside the West Avenue entrance for written communication.

Please be aware that we have been operating on skeleton office staff since the beginning of term so if you do not get an immediate response it is usually best to ring the infant office. We pick up all answer phone messages but email is usually quicker. As we are in a national lockdown, please do not initiate conversations with teachers at drop off or collection time. You are very welcome to email [admin@killigrew.herts.sch.uk](mailto:admin@killigrew.herts.sch.uk) and a message will be passed to the teacher.

**Spitting**

I have had a report that an adult has been spitting on site. This is completely unacceptable behaviour at any time and particularly so in the current climate. If you need to clear your throat please use a tissue.

We really hope that we do not have to have any kind of bubble or whole school lockdown, but we have put a lot of work into our remote learning offer in preparation. If we have to use remote delivery please be patient with us as technology is rarely perfect. Our aim as ever is to work in partnership with you for the benefit of the children.

Many thanks for your ongoing support.

Yours sincerely,

Tracy Mylotte

Head teacher