



Meir Road  
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Dr Ralf Müller  
Headteacher

24th February 2021

Dear Parents/ Carers,

The government have announced this week that schools are to return to face-to-face teaching from the 8<sup>th</sup> March.

As you are aware, the Government have provided general guidance for all schools how to make school as COVID secure as possible and we have put comprehensive measures in place to reduce risk following that advice. The measures are virtually unaltered from the ones put in place in September.

Some of the important measures to reduce the likelihood of infection in school for you and your child (children) to take note or to follow are:

- Each year group forms a bubble which will not mix with other children in the school wherever possible.
- Start and finish times as well as break and lunch times are staggered.
- We will check each child's temperature upon arrival.
- On your child's PE day, children should arrive in school wearing their PE kit.
- Children should daily bring in their water bottle and book bag.
- Children are not allowed to wear face coverings in school. Adults have to wear face coverings on school grounds.
- Should you want to speak to a member of staff please phone or email whenever possible. Otherwise call to make an appointment to arrange for a face-to-face meeting where this is necessary.
- There is a limited break fast club available.
- After school clubs will only take place as year group clubs in the first instance. We will review the situation and communicate with you in due time about their start date and any future plans to offer traditional after school clubs.

THE  
**NEW GUILD**  
TRUST





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Please note the specific school day times for your child/children:

Year Group	Break fast club	Start Time /registration	End Time
YEAR 3	8:15-8:25am	8:25am	2:40pm
YEAR 4	8:35-8:45am	8:45am	3:00pm
YEAR 5	8:25-8:35am	8:35am	2:50 pm
YEAR 6	8:45-8:55am	8:55am	3.10pm

- **Only one parent/carer must bring or collect children from school.** Where possible, please drop your child off by the gate.
- **It is absolutely essential that you arrive at the exact stated times.** If you arrive earlier, you must wait away from the school grounds. **If you are late, you will have to wait to collect your child as the next set of children will be leaving.**
- Should you have pupils at the Infants' school and times overlap, please take the Infant pupil first and the Junior child second.
- Should you drop off (or pick up) more than 1 child who are in different year groups, please arrive on time for the child that has the earliest drop off (pick up time). Wait on the far end of the yard near the garage for the second child to be brought out to the yard by the teacher.
- To avoid congestion and unnecessary close contact with other people, **please, follow our one way system and enter the grounds using the gate leading to the conservatory and leave using the gate passing the trim trail area as soon as you have collected your child.**
- Please, supervise your children and don't let them mix with other children on the trim trail while waiting.



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Please be reminded that **attendance is again compulsory**. For safeguarding reasons and to avoid that unauthorized absence could lead to enforcement action by the local authority, please, phone the office if your child can't attend and provide us with the reason for the absence. We can log it as an authorized absence if, for instance, your child is too unwell and receives medical attention, there has been a positive test result in your household and your child needs to self isolate or you have been advised by Track and Trace to self isolate, your child is displaying COVID symptoms or you have just arrived back from traveling abroad.

All pupils should wear their **school uniform** (unless it is their PE day as stated above).

Thank you for your continued support.

A handwritten signature in black ink, appearing to read 'Ralf Müller', written in a cursive style.

Dr Ralf Müller

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