Dear Parents,

Following the government’s announcement of a month long national lockdown commencing on Thursday 5th November 2020, we wanted to write to you and make you aware of information, remind you of plans in place and inform you of changes that we will make from Thursday.

Firstly, I would like to reassure you that Rowley Park will do everything possible to remain open during this time and to keep your children as safe as we possibly can. Attendance at school is expected and during this time, if we do have to close any bubble for COVID related reasons, our home learning plan is in place and work will be provided.

Procedures in place:

* Breakfast Club will remain open for working parents that are having to go into work – only 16 places available. Drop off time between 7.45am – 8.15am. Children should not arrive after this time.
* The school office will remain closed to parents so please do not enter the office area unless arriving late.
* Due to limited access to class teachers, if you wish to speak to your child’s class teacher, please ring the office and they will pass on your message.
* There is a strict 1 adult drop off and pick up rule in place and older/secondary siblings cannot enter our playgrounds with you.
* Drop off will remain the same in the morning. The drop off window for Nursery is at 8.40am and the others 8.45am- 9.00am. Only Nursery and Reception parents are permitted to enter the school grounds in the morning. Other year groups must leave children at the gates and must ensure that children do not arrive at school too early. Please make use of 15 minute window to enable effective social distancing to take places and groups not to congregate.
* Pick up times will change. We will be introduce 1 way systems for all year groups – the pick up window will be 3.15pm – 3.25pm. Gates will be opened until pick up time.
* Reception pick up will still use the same one way system. Years 1 and 2 parents will enter via the double gate, follow the arrows on the pathways exiting via the year 2 alley way and out of small single gate.
* Years 3, 4, 5 and 6 – Parents enter through the double gate follow the arrows, your child will be sent to you and then exit via the single gate straight away.
* Parents are not permitted to stay on the playground chatting with other parents you must leave the playground and school are once you have your child.
* Face masks - If children are wearing face mask please ensure they have a small bag to store it in fi they remove it. We strongly recommend that parents wear face masks when collecting and dropping off children.
* In line with government guideline, household mixing is not allowed. Only your selves or a member of your childcare bubble should collect your child. We all have a social responsibility to follow the government guidelines in terms of social mixing between households and bubbles. Please see the link to read the government guidance - <https://www.gov.uk/guidance/new-national-restrictions-from-5-november#stay-at-home>
* Please social distance at all times.

As always, if you have any worries or concerns we are here to listen and to answer any questions you may have. You may email: [headteacher@rowleyparkacademy.org.uk](mailto:headteacher@rowleyparkacademy.org.uk) or call the school office and we will get back to you.

Thank you for your continued support,

Mrs Beaumont,

Headteacher